**SAMPLE**

*(Company name and logo)*

**Before adopting this document or a version of it, companies should take appropriate professional advice to ensure that their legal and other obligations will be met.**

**ADVANCE NOTICE OF DISRUPTIVE WORKS**

[*Insert date*]

Dear Neighbour,

I am writing to you to make you aware of [*describe brief nature of works*] that are due to take place in [*insert location*] commencing on [*insert date*] for a period of [*insert duration*].

Areas affected include [*insert areas*].

The work is necessary to [*insert reason for works taking* *place*].

Whilst we will do everything we can to minimise disruption we do appreciate that our work will have an impact on the surrounding community and in recognition of this we voluntarily register with the Considerate Constructors Scheme. Our registration with the Scheme demonstrates our commitment to operate to a higher standard and to show consideration to the general public, our workforce and the environment.

We would like to apologise for any inconvenience our activity may cause and thank you in advance for your patience and appreciate your cooperation. Should you have any issues that you may wish to raise please contact the site manager [*insert name*], in the first instance, on [*Insert mobile phone number and/or email address*].

Regards,

[*Insert name*]

[*Insert job title*]

Attachments: [*Insert title of any documents that may be relevant*]