**[Your Name]  
[Your Address]  
  
[Date]**

**Hi [Neighbour's Names],**

Just a quick note to let you know that we’ll be starting some work on our place from **[start date] to [end date]**. We’re doing a bit of **[briefly describe project, e.g., kitchen reno, backyard upgrade, etc.]**, so you might notice a bit more activity around during that time.

Here’s a heads-up on what to expect:

* **Parking**: There might be a few extra vehicles around while the crew is here, but we’ll do our best to keep things clear and not block anyone in.
* **Construction crew**: You’ll probably see a few workers coming and going during the day—mostly between [start time] and [end time].
* **Noise**: There may be some noise during working hours, especially at the start, but we’re aiming to keep it within reasonable times and not too early or late.

We really appreciate your patience and understanding while we get this done. If anything comes up or there’s something we can do to make things easier on your end, just let us know—we’re happy to work around it where we can.

Thanks so much!

**Warm regards,  
[Your Name]  
[Your Phone Number or Email, if you’d like to include it]**