(Company logo)

Date

To All Surrounding Neighbors at: (Job Site Address)

Re: Night Work for October 8th thru October 12th, 2012

Dear Neighbors:

Jones Builders will be requesting the approval of a special Night Noise permit from the Department of Building Inspection.

The request will be for pouring concrete on the 10th & ABC Street project for extended hours of 5:00am to 7:00am on October 8 thru October 12, 2012.

The purpose of the extended hours concrete pour is to facilitate the monolithic mat slab pour which will consist of 2,100 cubic yards of foundation concrete for this 40 story high rise building. This volume of concrete will involve 250 concrete delivery trucks which will need to have minimal traffic impact to ensure that the concrete doesn’t start setting while sitting in traffic. This is critical to maintain the structural integrity of the foundation for this building.

We will do our best to avoid any disruption and keep noise to a very minimum.

If you have any questions, please do not hesitate to contact us at the number below.

Best regards,

John Smith, Project Senior Superintendent

Cell#303-555-5555