

## Notification template sample:

Dear Neighbors,

Name of your company will be performing construction work at Location address on date of work between the hours of time of work to time of work. The work will be included are as follow description of work.

Any complaint regarding this work can be received by Minneapolis Information and Services at 612-673-3000 or 311 for phones with a 612 area code. You can also contact the project supervisor directly at supervisor's name and phone number.

Thank you,

Name of project supervisor  
Project Supervisor  
Company name  
Phone number