

Resident Name  
Address  
Town  
County  
Postcode

[Insert date]

Dear

**Re: Communal Area - Excavation Works**

As part of the ongoing works instructed by Westminster City Council, we will be installing 3 new power supply kiosks to the following blocks of Reynolds House 14-26, 27-39 and 40-52. The kiosks will be built outside to the left of the main entrance.

To facilitate these works we need to excavate the communal floor by the main entrance door which will temporarily affect access to the block. The hole will be around two meters deep and about one meter squared. A member of United Living team will be present during the day. If you need to get into or out of the building a temporary ramp will be dropped down to allow access.

Each excavation will take a half day to dig and a half day to reinstate. The excavations will be dug in the first 3 days.

Once the excavation is complete the ramp will remain in place until all works are complete which will be when UK Power Networks (UKPN) attends to connect the new cables.

The existing heads will be disconnected and removed from the communal area. New lateral main cables will be run to each property via conduit and connected to the consumer unit within your home.

We will arrange appointments with you once all cables have been completed along with confirming a changeover date with EDF. On this day residents will need to be home to allow this connection to your home. If you are unable to be at home, you need to leave the key with our site team or arrange for a family member to be present. If access is not allowed the power supply to your home will remain disconnected, you will be responsible to arrange an electrician to attend out of hours to reconnect at your own cost.

On completion of our works, the holes will be back filled, the areas made good, with communal decorations and new carpets being fitted.

Please note, that all our staff and operatives will carry full face identification cards. Should you have any doubts about the authenticity of the person(s) who is calling to your home, please ask them to wait and contact Ahmed on 07803 509 946, and he will confirm their identity.

We would like to take this opportunity to apologise for any inconvenience and thank you in advance for your co-operation during these works.

Yours sincerely,

Heather  
Project Administrator  
United Living Property Services