

Name
Address

Date

Dear Mr (Surname)

I am pleased to be able to tell you that the ceiling repairs are due to take place on the top floor of Mulready House.

To complete the works efficiently we will need to erect scaffold tower in the staircase and the landing of the top floor. Please note that the erected scaffold tower will completely block access to the top floor to residents and public. We have considered alternatives because it will cause residents some inconvenience for which we apologise, but this is the best option.

Works will start on **Monday 16th October** with the works taking approximately 5 working days to complete.

Decorations to the ceiling will be attended too later by a separate contractor.

In order to help protect your homes, floor protection will be laid to protect the carpet, with all areas being cleaned at the end of each day as well as the tower access dismantled and removed to storage.

If you have any queries or concerns regarding the work we are doing, please contact Ahmed on 07803 509 946 Monday - Thursday between 9.00am - 5.30pm, and Friday between 9.00am - 4.30pm, and I will be pleased to assist you. Alternatively, please email WCCenquiries@unitedliving.co.uk

We would like to take this opportunity to apologise for any inconvenience and thank you in advance for your co-operation and look forward to working with you.

Yours sincerely,

Ahmed
Resident Liaison Officer
United Living Property Services