

(EXAMPLE LETTER)

CONTRACTOR'S NOTICE TO RESIDENCES OR BUSINESSES

Name of Contractor

Date

Dear Resident (or Business)

The firm of _____ Construction Company has been engaged by the Corporation of the City of Belleville to construct on your street. It is proposed that this construction will commence on or about _____

Our Company will take every precaution to minimize interruptions to the normal living of your family, but you will appreciate that there must be some inconvenience during the course of this work.

Our Company also complies with the provisions outlined in the "Accessibility for Ontarians with Disabilities Act", AODA 2005. We encourage residents with any disability to notify our company prior to construction start-up so we can address these issues and help minimize any interruptions in your daily lives.

Should you require any information or assistance because of our construction, please call our Office at this number _____. As part of our Contract, our Company is assuming full responsibility for the construction work until it is entirely completed. It would be appreciated if any such calls were directed to our office in order that we can adjust the difficulty as quickly as possible.

Yours truly