

Notification template sample:

Dear Neighbors,

[Company name] will be performing construction work at [Location].

The work will be performed on:

[Day, date]

From [start time] to [end time].

A description of the work to be done is: [give description]

If you have complaints about this work, contact Minneapolis 311 at 612-673-3000 or Minneapolis311@minneapolismn.gov.

You can also contact the project supervisor directly.

[Supervisor's name] at [supervisor's phone number].