

\_\_\_\_\_ (date) \_\_\_\_\_

Dear Greenfield Resident,

This letter is to inform you of some construction that will be taking place near your home in the near future.

The City has determined that a storm or sanitary sewer line near your home needs to be repaired or replaced. These steps must be taken to improve the storm water drainage or flow in the sanitary sewer system.

We understand that this may cause you some inconvenience and we apologize for it. We will make every effort possible to replace any disturbed soil, drive and/or sidewalk to its original condition. If seeding is required, your assistance with watering would greatly increase the success of the property restoration.

If you have any questions or concerns, please contact \_\_\_\_\_ (name, company) \_\_\_\_\_ or myself, at \_\_\_\_\_ (phone) \_\_\_\_\_, Monday through Friday, 8:00 A.M. to 4:00 P.M.

Sincerely,

\_\_\_\_\_ (name) \_\_\_\_\_