

# Rixon and Gower Ltd

01/03/2024

Dear Sir/Madam

**Re: Commencement of Refurbishment Works to 13 Clark House.**

We would like to take this opportunity to introduce ourselves as the main contractor of the refurbishment works to your neighbouring property.

We anticipate the project to take 38 weeks approximately and will strive to complete it with the minimal amount of disruption to yourselves and the surrounding area. Works to start week commencing 18<sup>th</sup> March

David Thomas is our appointed foreman to whom can be contacted on mobile; **07889565803**, also Ian Gower (Director) will be contactable at **07792638032**.

Initial works are to include for site setup and demolition/strip out works to the property. Followed by complete refurbishment to the property

We will be following the landlords stipulations as regards to working hours, keeping common areas clean after deliveries and waste disposals all of which are to be confirmed with site management.

Should you require any further information or assistance, please do not hesitate to contact us on the contact details as provided at your earliest convenience.

Yours faithfully,

Foreman – David Thomas – [david@rixonandgower.com](mailto:david@rixonandgower.com)

Director – [ian@rixonandgower.com](mailto:ian@rixonandgower.com)

For and on behalf of Rixon and Gower Ltd

Rixon & Gower Ltd

The Stables, Windy Ridge Farm, Bramfield Road, SG14 2HZ