



Resident of Buckland Crescent  
London  
NW3 5DJ

Dear Sir/Madam

15<sup>th</sup> December 2015

RE: Construction project at 35 Buckland Crescent, London NW3 5DJ

We write to inform you we have been instructed to commence a construction project at the above-mentioned property.

The project consists of the construction of a basement along with some structural alterations to the lower ground floor level.

During this time we will have a material/spoil box constructed within the suspended parking bays directly adjacent to the property.

We will attempt to make the project as unobtrusive to you as possible throughout the 28 week period.

Should you have any questions, queries or comments during the project please do not hesitate to contact either our office manager Amy Penfold on 020 7148 1432 or the Drop Box Basements contracts manager Mr Artur Sybicki on 07772 511676.

We trust you find the above acceptable to you and welcome your feedback on our performance as the project proceeds.

Kindest Regards

Drop Box Basements Ltd  
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