Dear Neighbour,

Re: 24 Heath Drive NW3 7SB April 1 2019

I am writing to introduce MY CONSTRUCTION LTD and myself, Alex Kotsis, the project manager responsible for the works at No.24 Heath Drive.

The work consists of demolition and rebuild of the side extension and the refurbishment of the existing property with a new extended basement and extensive new landscaping.

We anticipate the works taking around 80 weeks and we are hoping to start in mid-May subject to 3rd party approval, so this date may change and we will advise accordingly. Once we have a firm start date we will advise you and confirm the anticipate broad sequence of the works.

During the time that the above works are being undertaken, we will endeavour to ensure that everything is carried out to make the process as neighbour friendly as we can.

Should you have any queries or concerns, please contact me 07901209060 or email me (Ervin@myconstruction.co.uk) and we will answer any queries that you may have as soon as possible, alternatively you can contact Hugh Lennon at our head office on 02084505320 (hugh@myconstruction.co.uk)

MY CONSTRUCTION LTD is an active member of the Considerate Constructors Scheme and full details of the scheme will be posted near to our site entrance for your information once we start. You can view Construction Method Statement at the Camden council.gov.uk address under planning and builder development ref 2018/0914/P (once posted)

Once again, please do not hesitate to contact me or my team at any time if you have any queries.

Yours faithfully,

Alex Kotsis

Project Manager