

NOTICE: PARKING AREA CLOSURE

Date: [Insert Date]

Subject: Temporary Parking Closure for Roof and Exterior Repairs

Dear Residents and Tenants,

Please be advised that the parking area located at [Insert Specific Location/Section] will be temporarily closed to facilitate essential roof repairs and exterior building maintenance.

Closure Schedule:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Daily Hours:** [Insert Time, e.g., 8:00 AM to 5:00 PM]

During this period, all vehicles must be removed from the designated area. Any vehicles remaining in the work zone after the start time may be towed at the owner's expense to ensure the safety of the crew and to prevent damage from falling debris.

Alternative Parking:

[Insert instructions for alternative parking, e.g., Please use the overflow lot or street parking on Main Ave.]

We apologize for this inconvenience and appreciate your cooperation in helping us maintain the building.

If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Name]

[Building Name/Company Name]