

Date: [Insert Date]

Subject: ADVANCE NOTICE: Parking Lot Resurfacing and Temporary Closure

Dear Residents and Tenants,

Please be advised that the parking lot at [Property Name/Address] is scheduled for professional resurfacing and maintenance. To ensure the quality of the work and the safety of our residents, the parking lot will be temporarily closed during the following period:

- **Start Date:** [Insert Date] at [Insert Time]
- **End Date:** [Insert Date] at [Insert Time]

Instructions for Vehicles:

All vehicles must be removed from the parking lot no later than [Insert Time] on [Insert Date]. Any vehicles remaining in the lot after this time will be towed at the owner's expense to allow the contractors to begin work.

Alternative Parking:

During the closure, please utilize alternative parking at [Insert Location/Street Name].

Important Notes:

- Pedestrian access to building entrances will remain open, but please follow all posted directional signs and avoid cordoned-off areas.
- The schedule is weather-dependent. If rain is forecasted, the work may be postponed to [Insert Backup Dates].
- Do not drive or walk on the new asphalt until all caution tape and cones have been removed by management.

We apologize for this temporary inconvenience and appreciate your cooperation in improving our property.

Sincerely,

[Your Name/Property Management]

[Contact Phone Number]

[Email Address]