

Date: [Insert Date]

To: All Commercial Tenants

From: [Property Management Name/Landlord]

Subject: URGENT: Upcoming Parking Lot Maintenance and Repairs

Dear Tenant,

Please be advised that we have scheduled essential maintenance and repairs for the commercial parking lot located at [Property Address]. These works are necessary to ensure the safety and longevity of the facility.

Maintenance Schedule:

- **Start Date:** [Insert Date]
- **End Date:** [Insert Date]
- **Daily Working Hours:** [Insert Time, e.g., 7:00 AM to 6:00 PM]

Scope of Work:

The project will include [List tasks, e.g., asphalt patching, sealcoating, crack filling, and re-striping].

Tenant Requirements and Access:

- **Vehicle Removal:** All vehicles must be removed from the designated work areas by [Insert Time] on [Insert Date]. Any vehicles remaining may be towed at the owner's expense.
- **Sectional Closures:** To minimize disruption, the work will be completed in phases. Please follow all posted signage and barricades.
- **Alternative Parking:** During this period, please park in [Insert Alternative Parking Location].
- **Deliveries:** Please coordinate with your vendors to ensure deliveries are scheduled outside of work hours or directed to [Insert Loading Area].

We apologize for any inconvenience this may cause your business, employees, and customers. Our goal is to complete these improvements as quickly as possible.

If you have any questions or specific concerns regarding access during this time, please contact [Name/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title]

[Property Management Company]