

[Date]

[Tenant/Owner Name]

[Address Line 1]

[Address Line 2]

RE: FINAL REMINDER - Scheduled Parking Lot Maintenance

Dear Resident/Tenant,

This is a final reminder that maintenance work including [sealing, striping, or repairs] is scheduled to take place in the parking lot on the following dates:

Start Date: [Day of week, Date]

Start Time: [Time]

Estimated Completion: [Day of week, Date at Time]

Action Required:

All vehicles must be removed from the parking lot no later than [Time] on [Date]. Any vehicles remaining in the lot after this time will be towed at the owner's expense to [Towing Company Name/Location].

Important Notes:

- Pedestrian access may be limited during the curing process.
- Please do not drive on the surface until all cones and caution tape have been removed.
- Alternative parking is available at [Location].

We appreciate your immediate cooperation to ensure this project is completed on schedule. If you have questions, please contact [Contact Name] at [Phone Number].

Sincerely,

[Your Name/Property Management]

[Contact Information]