

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: NOTICE OF PHASE ONE PARKING LOT RESURFACING

Dear Resident/Tenant,

Please be advised that we are scheduled to begin **Phase One** of the parking lot resurfacing project at [Property Name/Location]. This project is necessary to improve the safety and appearance of our facilities.

Work Schedule:

- **Start Date:** [Start Date]
- **Estimated Completion:** [End Date]
- **Work Hours:** [Start Time] to [End Time] daily

Affected Areas:

Phase One includes the following sections: [Insert specific sections, e.g., North Lot, Rows A-D, Guest Parking]. Please refer to the attached map for a visual representation of the work zone.

Instructions for Residents/Tenants:

1. **Vehicle Removal:** All vehicles must be moved from the Phase One area by [Time] on [Date]. Any vehicles remaining in the work zone after this time will be towed at the owner's expense.
2. **Alternative Parking:** During this phase, you may park your vehicle in [Location of Alternative Parking].
3. **Access Restrictions:** The resurfaced areas will be closed to both vehicle and pedestrian traffic for at least [Number] hours after the sealant is applied to allow for proper drying.

Please note that this schedule is weather-dependent. In the event of rain, the work will be postponed to the next available clear day, and an updated notice will be issued.

We apologize for any inconvenience this may cause and appreciate your cooperation in completing these essential improvements.

Sincerely,

[Your Name/Company Name]
[Property Management Office]
[Phone Number]