

Date: [Insert Date]

Subject: NOTICE: Temporary Parking Relocation Instruction

Dear Resident,

Please be advised that maintenance work is scheduled to take place in your designated parking area. As a result, all vehicles must be relocated during the period specified below.

Relocation Schedule:

- **Start Date/Time:** [Insert Start Date and Time]
- **End Date/Time:** [Insert End Date and Time]

Affected Area: [Insert Specific Lot/Level/Street Name]

Temporary Parking Location:

During this time, please park your vehicle at: [Insert Alternative Parking Location/Address].

Important Instructions:

- Any vehicles remaining in the affected area after the start time may be towed at the owner's expense.
- Please ensure your parking permit is visible if required at the temporary location.
- Normal parking operations will resume once the work is completed.

We apologize for any inconvenience this may cause and appreciate your cooperation in helping us maintain the property.

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

Sincerely,

[Your Name/Building Management]
[Property Name]