

[Date]

**Subject: Maintenance Update - Parking Lot Work Delayed Due to Weather**

Dear Residents/Tenants/Customers,

Please be advised that the parking lot maintenance originally scheduled for [Original Start Date] has been delayed due to [Type of Weather: e.g., rain/extreme temperatures].

To ensure the quality and durability of the [Type of Work: e.g., paving/sealcoating/striping], the work has been rescheduled for the following dates, weather permitting:

- **New Start Date:** [New Date]
- **Estimated Completion:** [New Completion Date]

**Important Instructions:**

- Please ensure all vehicles are moved from [Specific Area/Lot Name] by [Time] on [Date].
- Vehicles remaining in the work zone may be towed at the owner's expense.
- Alternative parking is available at [Location].

We apologize for any inconvenience caused by this change in schedule. Thank you for your patience and cooperation as we improve our facilities.

Sincerely,

[Your Name/Company Name]

[Phone Number]

[Email Address]