

NOTICE: UPCOMING PARKING LOT MAINTENANCE

Dear Residents and Tenants,

Please be advised that we have scheduled professional maintenance and sweeping for the parking lot area. To ensure the work is completed thoroughly and safely, we require all vehicles to be cleared from the lot during the times listed below.

Scheduled Date(s): [Insert Dates Here]

Work Hours: [Insert Start Time] to [Insert End Time]

Action Required:

- Please remove your vehicle from the parking lot by [Insert Time] on the morning of the scheduled work.
- Do not park in the lot until all cones and barricades have been removed by the crew.
- Alternative parking is available at: [Insert Location, e.g., Side Street / Overflow Lot].

Important Note: Any vehicles remaining in the parking lot during the scheduled maintenance time may be towed at the owner's expense to allow the equipment to operate.

We apologize for any inconvenience this temporary closure may cause and appreciate your cooperation in keeping our property well-maintained.

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

Sincerely,

[Your Name/Property Management]

[Date of Notice]