

[Date]

[Property Name/Company Name]

[Address]

[City, State, Zip Code]

Dear [Resident/Tenant Name],

Subject: Notice of Annual Spring Groundskeeping Cleanup

As the winter season concludes, we are preparing to begin our annual Spring Groundskeeping Cleanup to ensure the property remains well-maintained and beautiful for all residents.

Cleanup Schedule:

- **Start Date:** [Date]
- **Estimated Completion:** [Date]
- **Daily Working Hours:** [Start Time] to [End Time]

Maintenance activities will include:

- Debris and leaf removal
- Pruning of trees and shrubs
- Lawn aeration and fertilization
- Mulching of flower beds
- General repair of common areas

Action Required:

To ensure our crews can work efficiently, please remove all personal items (such as patio furniture, toys, or bicycles) from common lawn areas and walkways by [Date]. Please also ensure that all pets are kept indoors or on a leash during the scheduled working hours.

Noise levels may be higher than usual due to the use of blowers, mowers, and other power equipment. We apologize for any temporary inconvenience this may cause.

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

Thank you for your cooperation in keeping our community beautiful.

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Name]