

DATE: [Insert Date]

TO: All Tenants, Employees, and Visitors

FROM: [Property Management/Owner Name]

RE: NOTICE OF PARKING LOT PAVING AND MAINTENANCE

Dear Valued Tenants and Visitors,

Please be advised that we have scheduled maintenance and repaving for the commercial parking lot located at [Property Address]. This work is necessary to ensure the safety and longevity of the facility.

Work Schedule:

- **Start Date:** [Insert Date] at [Insert Time]
- **End Date:** [Insert Date] at [Insert Time]
- **Rain Dates (if applicable):** [Insert Dates]

Impact on Access:

- The parking lot will be closed in [Full / Specific Sections] during the work hours listed above.
- All vehicles must be removed from the designated areas by [Time] on [Date].
- Any vehicles remaining in the work zone after this time may be towed at the owner's expense.

Alternative Parking:

During this period, please utilize the following alternative parking locations: [Insert Alternative Parking Instructions/Locations].

We apologize for any inconvenience this may cause and appreciate your cooperation in improving our property. If you have any questions, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Company Name]