

**DATE:** [Insert Date]

**TO:** All Tenants and Residents

**FROM:** [Property Management Name]

**SUBJECT:** URGENT: Parking Lot Paving and Maintenance Schedule

Dear Resident/Tenant,

Please be advised that we have scheduled essential asphalt paving and maintenance for the property parking lot. To complete this work efficiently, we require full cooperation regarding vehicle relocation.

**Work Schedule:**

- **Start Date:** [Insert Start Date] at [Insert Time]
- **End Date:** [Insert End Date] at [Insert Time]

**Required Action:**

All vehicles must be removed from [Insert Specific Area/Entire Lot] no later than [Insert Deadline Time] on [Insert Date].

**Important Notes:**

- **Towing:** Any vehicles remaining in the work zone after the deadline will be towed at the owner's expense.
- **Alternative Parking:** During this period, you may park at [Insert Alternative Parking Location].
- **Pedestrian Access:** Please follow all posted signs and caution tape. Certain walkways may be temporarily closed.
- **Weather:** This schedule is subject to change based on weather conditions. If a delay occurs, we will post an updated notice.

We apologize for this temporary inconvenience and appreciate your help in improving the property.

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

Sincerely,

[Your Name/Signature]  
[Property Management Company Name]