

Date: [Insert Date]

Subject: URGENT: Mandatory Vehicle Relocation for Parking Lot Paving

Dear Resident/Tenant,

Please be advised that the parking lot at [Insert Property Name/Address] is scheduled for professional paving and maintenance work.

Relocation Schedule:

- **Work Starts:** [Insert Start Date and Time]
- **Work Ends:** [Insert End Date and Time]

Action Required:

All vehicles must be removed from the parking lot no later than [Insert Deadline Time] on [Insert Date]. During this period, you may park your vehicle at [Insert Alternative Parking Location].

Important Warning:

Any vehicles remaining in the parking lot after the deadline will be towed at the owner's expense to [Insert Towing Company Name/Address] to avoid delays in construction. Access to the parking lot will be strictly prohibited until the new asphalt has properly cured.

We apologize for this temporary inconvenience and appreciate your cooperation in improving our facility.

Sincerely,

[Your Name/Property Management]
[Contact Phone Number]
[Email Address]