

**Date:** [Insert Date]

**TO:** All Tenants, Residents, and Visitors

**FROM:** [Property Management/Company Name]

**SUBJECT:** NOTICE: Parking Lot Paving and Restriping

Dear Valued Tenants and Residents,

Please be advised that maintenance work has been scheduled for the parking lot at [Property Address/Location Name]. This project involves asphalt paving, sealing, and restriping to improve the safety and appearance of our facility.

**Scheduled Work Dates:** [Start Date] to [End Date]

**Daily Working Hours:** [Start Time] to [End Time]

**Important Instructions:**

- **Vehicle Removal:** All vehicles must be removed from the parking lot no later than [Time] on [Date].
- **Restricted Access:** The parking lot will be completely closed during the work period. Any vehicles remaining in the lot after the deadline will be towed at the owner's expense.
- **Alternative Parking:** During this time, please utilize alternative parking at [Insert Location/Street Name].
- **Safety:** For your safety, please stay away from the work area and follow all posted signs or barricades. The new asphalt and paint will require time to dry/cure.

We apologize for this temporary inconvenience. This project is necessary to maintain the quality of the property. Normal parking operations are expected to resume on [Date/Time], weather permitting.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Title]

[Property Name]