

**Date:** [Insert Date]

**Subject:** NOTICE: Upcoming Parking Lot Maintenance and Restriping

Dear Residents and Visitors,

Please be advised that maintenance work is scheduled for the parking lot at [Insert Property Name/Address]. This work includes asphalt repairs, sealcoating, and restriping to improve the safety and appearance of our facility.

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

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

To ensure the work is completed efficiently, please note the following requirements:

- **Vehicle Removal:** All vehicles must be removed from [Insert Specific Section/Entire Lot] by [Insert Time] on [Insert Date].
- **Towing Policy:** Any vehicles remaining in the work zone after the deadline may be towed at the owner's expense.
- **Access Restrictions:** Pedestrian and vehicle access to certain areas will be restricted while the sealer and paint are drying. Please follow all posted cones, tape, and directional signs.
- **Weather Contingency:** In the event of rain, the maintenance will be rescheduled for [Insert Backup Date].

We apologize for any inconvenience this temporary closure may cause and appreciate your cooperation in improving our property.

If you have any questions, please contact [Insert Contact Name] at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Company Name]  
[Property Management/Facility Operations]