

Date: [Insert Date]

To: All Residents / Employees / Tenants

Subject: Urgent: Temporary Parking Arrangements During Lot Paving

Dear [Name/Team],

Please be advised that the parking lot at [Location/Address] is scheduled for repaving and maintenance. During this time, access to the regular parking area will be strictly prohibited to allow for the asphalt to cure.

Work Schedule:

Start Date: [Insert Start Date] at [Insert Time]

End Date: [Insert End Date] at [Insert Time]

Temporary Parking Accommodations:

While the work is being completed, please utilize the following alternative parking options:

- [Option 1: e.g., Street parking on North Avenue]
- [Option 2: e.g., The overflow lot located at the back of the building]
- [Option 3: e.g., Public parking garage at 4th Street]

Important Reminders:

- Please ensure your vehicle is moved from the lot by [Insert Time] on [Insert Date].
- Any vehicles remaining in the lot after the deadline may be towed at the owner's expense.
- Follow all temporary directional signage and instructions from onsite personnel.

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

Sincerely,

[Your Name/Property Management]

[Contact Phone Number]

[Contact Email]