

NOTICE TO ALL TENANTS

Date: [Insert Date]

Subject: Parking Lot Paving and Restriping Schedule

Dear Tenant,

Please be advised that we have scheduled maintenance for the parking lot, including asphalt paving and restriping. To ensure the safety of the crew and the quality of the work, we require all vehicles to be cleared from the designated areas during the times listed below.

Work Schedule:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Daily Working Hours:** [Insert Time, e.g., 8:00 AM to 6:00 PM]

Required Actions:

- All vehicles must be moved from [Insert Specific Location/Zone] by [Insert Deadline Time/Date].
- Alternative parking will be available at [Insert Alternative Parking Location].
- Vehicles remaining in the work zone after the deadline may be towed at the owner's expense.

Important Notes:

- Pedestrian access to building entrances will remain open, but please follow all posted detour signs.
- Access to the parking lot will be restricted for at least [Insert Number] hours after the sealant is applied to allow for drying.
- Weather conditions may cause shifts in the schedule. We will provide updates if delays occur.

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

Sincerely,

[Management Name]

[Property Name]

[Contact Phone Number]

[Contact Email Address]