

Date: [Insert Date]

Subject: Notice of Upcoming Parking Lot Paving and Restriping

Dear Residents and Visitors,

Please be advised that we have scheduled maintenance for our parking lot. This project includes asphalt paving and fresh restriping to improve the safety and appearance of our facility.

Work Schedule:

- **Start Date:** [Insert Date] at [Insert Time]
- **Estimated Completion:** [Insert Date] at [Insert Time]

Important Instructions:

- **Vehicle Removal:** All vehicles must be removed from the parking lot by [Insert Time] on [Insert Date]. Any vehicles remaining after this time will be towed at the owner's expense.
- **Restricted Access:** The parking area will be completely closed during the work hours listed above. Please do not cross caution tape or enter work zones.
- **Alternate Parking:** During this period, please park your vehicles at [Insert Location/Street Name].

Please note that this schedule is weather-dependent. In the event of rain, the work will be rescheduled for the following business day.

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

Sincerely,

[Your Name/Property Management]

[Contact Phone Number]

[Contact Email]