

## **URGENT NOTICE: PARKING LOT RESTRIPING**

**Date:** [Insert Date]

**To:** All Tenants, Employees, and Visitors

**Subject:** Mandatory Vehicle Removal for Parking Lot Maintenance

Please be advised that the facility parking lot is scheduled for professional restriping and maintenance. To ensure the work is completed efficiently, the entire parking area must be completely clear of all vehicles.

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

**Closure Time:** From [Insert Time] on [Date] until [Insert Time] on [Date]

### **Required Action:**

All vehicles must be removed from the parking lot no later than [Insert Deadline Time/Date]. Any vehicles remaining in the lot after this time will be towed at the owner's expense to allow the striping crew to proceed.

### **Alternative Parking:**

During this period, please utilize [Insert Alternative Parking Location/Street Parking].

### **Safety Warning:**

Please do not cross any yellow caution tape or enter the work zone until all cones and barricades have been removed. Driving on fresh paint will damage the finish and may result in paint transfer to your vehicle.

We apologize for this temporary inconvenience and appreciate your cooperation in improving our facility.

Sincerely,

[Your Name/Title]

[Facility Management/Company Name]

[Phone Number]