

Date: [Insert Date]

To: All Residents and Tenants

Subject: URGENT: Vehicle Relocation for Snow and Ice Removal

Dear Resident/Tenant,

To ensure the safety and accessibility of our parking facilities, we have scheduled professional snow and ice removal services for the following timeframe:

Start Date/Time: [Insert Start Date and Time]

End Date/Time: [Insert End Date and Time]

During this period, all vehicles must be removed from **[Insert Specific Lot Name or Location]** to allow equipment to clear the area effectively.

Relocation Instructions:

- Please move your vehicle to [Insert Alternative Parking Location] no later than [Insert Deadline Time].
- Vehicles remaining in the lot after the deadline may be towed at the owner's expense.
- You may return your vehicle to its assigned space once the clearing is complete and the "Clear" notice is posted.

We appreciate your cooperation in helping us keep the property safe and clear of ice hazards. If you have any questions, please contact the management office at [Insert Phone Number].

Sincerely,

[Your Name/Property Management Name]

[Contact Information]