

Date: [Date]

To: All Residents and Tenants

Subject: Alternative Parking Arrangements During Lot Repaving

Dear Resident,

Please be advised that the community parking lot is scheduled for repaving and maintenance. During this time, the lot will be completely inaccessible to all vehicles.

Maintenance Schedule:

Start Date: [Start Date and Time]

End Date: [End Date and Time]

To ensure your convenience, we have made the following alternative parking arrangements:

- **Primary Alternative Site:** [Location Name/Address]
- **Overflow Parking:** [Secondary Location, if applicable]
- **Shuttle Service:** [Details about shuttle or "Not Applicable"]

Important Instructions:

- All vehicles must be removed from the community lot by [Deadline Time] on [Deadline Date].
- Vehicles remaining in the lot after the deadline will be towed at the owner's expense.
- Please display your [Parking Permit/Temporary Pass] if required at the alternative site.

We apologize for this temporary inconvenience and appreciate your cooperation as we improve our community facilities.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Email Address]