

Date: [Insert Date]

Subject: Friendly Reminder: Upcoming Community Parking Lot Repaving

Dear Resident,

This is a friendly reminder that the repaving of our community parking lot is scheduled to begin on **[Start Date]** and is expected to be completed by **[End Date]**, weather permitting.

To ensure the project is completed efficiently, please note the following:

- **Vehicle Removal:** All vehicles must be moved from the parking lot by [Time] on [Date].
- **Alternative Parking:** During the project, please park your vehicles at [Insert Alternative Parking Location].
- **Towing Policy:** Any vehicles remaining in the lot after the deadline may be towed at the owner's expense to allow the crew to work.
- **Access:** Foot traffic and vehicle access to the lot will be strictly prohibited while the sealcoat is drying.

We apologize for this temporary inconvenience and appreciate your cooperation in helping us maintain and improve our community. If you have any questions, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management]
[Community Name]