

Date: [Insert Date]

Subject: Notice of Upcoming Parking Lot Repaving Project

Dear Resident/Tenant,

This letter is to inform you that the community parking lot is scheduled for professional repaving and maintenance. This project is necessary to improve the safety, functionality, and appearance of our property.

Project Schedule:

- **Start Date:** [Insert Start Date]
- **Estimated Completion:** [Insert End Date]
- **Work Hours:** [Insert Time, e.g., 8:00 AM to 6:00 PM]

What to Expect:

The project will be completed in phases to minimize disruption. During the work periods, specific sections of the parking lot will be closed to all vehicle traffic and pedestrians. Any vehicles remaining in the designated work zones after the scheduled start time will be towed at the owner's expense.

Action Required:

- Please ensure your vehicle is moved to [Insert Alternative Parking Location] by [Insert Time/Date].
- Observe all temporary "No Parking" signs and barricades.
- Keep children and pets away from the construction equipment and fresh asphalt.

A detailed map showing the specific phasing and closure dates is [attached/available at the leasing office].

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

If you have any questions, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Name]
[Community Name]