

Date: [Insert Date]

Subject: Notice of Temporary Parking Relocation - Lot Repaving

Dear Residents,

Please be advised that the community parking lot is scheduled for repaving and maintenance. To complete this work efficiently and safely, all vehicles must be temporarily relocated from the affected areas.

Project Schedule:

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

Relocation Instructions:

All vehicles must be moved from [Insert Specific Lot Name/Location] no later than [Insert Time] on [Insert Date]. During this period, please utilize the following alternative parking locations:

- [Insert Alternative Parking Area 1]
- [Insert Alternative Parking Area 2]

Important Notices:

- Any vehicles remaining in the work zone after the deadline will be towed at the owner's expense.
- Pedestrian access to walkways may be limited; please follow all posted directional signs.
- The schedule is subject to change based on weather conditions.

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

Sincerely,

[Your Name/Property Management Name]
[Contact Phone Number]
[Contact Email]