

URGENT NOTICE: VEHICLE REMOVAL REQUIRED

TO: All Residents and Guests

FROM: Property Management / HOA

DATE: [Insert Date]

SUBJECT: Parking Lot Repaving and Mandatory Towing Notice

Please be advised that the community parking lot is scheduled for professional repaving and maintenance on the following dates:

Start Date: [Insert Date] at [Insert Time]

End Date: [Insert Date] at [Insert Time]

ACTION REQUIRED:

All vehicles must be removed from the [Insert Specific Area/Section Name] by [Insert Deadline Time] on [Insert Deadline Date]. No parking will be permitted in this area until the project is complete and barricades are removed.

TOWING WARNING:

Any vehicle remaining in the designated work zone after the deadline will be **towed immediately** at the vehicle owner's sole expense. This action is necessary to prevent project delays and damage to vehicles.

Alternative Parking:

During this period, please park your vehicles at [Insert Alternative Parking Location].

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

Sincerely,

[Your Name/Company Name]

[Contact Phone Number]

[Email Address]