

NOTICE: URGENT VEHICLE REMOVAL

Date: [Insert Date]

Subject: Parking Lot Repaving and Maintenance

Dear Resident/Owner,

Please be advised that the community parking lot is scheduled for professional repaving and maintenance. To complete this work, all vehicles must be removed from the designated areas during the times listed below.

Work Schedule:

- **Start Date:** [Insert Start Date]
- **End Date:** [Insert End Date]
- **Daily Hours:** [Insert Start Time] to [Insert End Time]

Action Required:

All vehicles must be moved out of [Insert Specific Lot/Location Name] no later than [Insert Deadline Time] on [Insert Deadline Date].

Alternative Parking:

During this period, you may park your vehicle at: [Insert Alternative Parking Location].

Important Warning:

Any vehicles remaining in the work zone after the deadline will be towed at the vehicle owner's expense to ensure the project stays on schedule. We are not responsible for any damage or costs associated with towing.

Thank you for your cooperation in improving our community.

Sincerely,

[Your Name/Property Manager Name]
[Community Name/Association Name]
[Contact Phone Number]