

Date: [Insert Date]

To: [Vendor Name/Company Name]

Attn: [Contact Person]

Subject: Letter of Authorization for Parking Lot Repaving Access

Dear [Name],

This letter serves as formal authorization for [Vendor Company Name] and its subcontractors to access the community parking lot located at [Property Address/Community Name] for the purpose of asphalt repaving and maintenance.

The scheduled dates for this project are as follows:

- Start Date: [Date]
- Estimated Completion Date: [Date]
- Working Hours: [Start Time] to [End Time]

During this period, your personnel are authorized to move equipment, stage materials, and perform necessary construction activities within the designated work zones. Please ensure all safety protocols are followed and that emergency vehicle access is maintained at all times.

Should you encounter any issues regarding site access or require onsite coordination, please contact [Name of On-site Manager] at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Board Member]

[Community/HOA Name]