

[Date]

[Recipient Name]

[Property Address/Unit Number]

[City, State, Zip Code]

Subject: Fall Leaf Removal and Grounds Maintenance Update

Dear Resident/Property Owner,

As the autumn season begins, we are writing to inform you of our upcoming fall leaf removal and seasonal grounds maintenance schedule. Our goal is to keep the property safe, clean, and prepared for the winter months.

Scheduled Maintenance Dates:

The primary leaf removal and grounds cleanup will take place on the following dates:

[Start Date] through [End Date]

Service Details:

- Removal of fallen leaves from lawns, walkways, and parking areas.
- Final seasonal mowing and edging of turf areas.
- Pruning of perennial plants and clearing of garden debris.
- Cleaning of gutters and drainage systems (if applicable).

How You Can Help:

- Please clear any personal items, such as outdoor furniture, toys, or decorations, from common lawn areas.
- If you park on the street or in open lots, please be mindful of maintenance crews and machinery during scheduled hours.
- Ensure all pet waste is removed from the lawn prior to the start date.

Please note that maintenance is weather-dependent. In the event of heavy rain or high winds, work may be rescheduled for the next available clear day.

Thank you for your cooperation in keeping our community looking its best.

Sincerely,

[Your Name/Management Name]

[Company/Association Name]

[Phone Number]

[Email Address]