

Date: [Insert Date]

To: [Recipient Name/All Residents]

Subject: Monthly Landscaping and Grounds Upkeep Advisory

Dear [Resident/Property Owner],

This letter serves as our monthly advisory regarding the scheduled landscaping and grounds maintenance for the upcoming month of [Insert Month].

Scheduled Service Dates:

- [Insert Date 1]
- [Insert Date 2]
- [Insert Date 3]

Planned Maintenance Tasks:

- Lawn mowing and edging
- Weed control and fertilization
- Pruning of shrubs and low-hanging branches
- Debris removal and blowing of walkways
- Irrigation system inspection and adjustment

Resident Actions Required:

- Please ensure all personal items, toys, and pet waste are removed from the lawn areas prior to the service dates.
- Ensure all vehicles are parked away from grass borders to allow equipment access.
- Keep pets indoors during active maintenance hours.
- Ensure all gates are unlocked if your private yard requires servicing.

Please note that maintenance schedules are subject to change based on weather conditions. In the event of heavy rain, work will be postponed to the next available clear day.

If you have any specific concerns or notice areas requiring extra attention, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our grounds beautiful.

Sincerely,

[Your Name/Property Management]
[Company Name]