

[Date]

[Property Name/Address]

[City, State, Zip Code]

Dear Residents,

Please be advised that our annual Spring Landscaping Cleanup is scheduled to take place on the following dates, weather permitting:

Scheduled Dates: [Start Date] to [End Date]

Working Hours: [Start Time] to [End Time]

During this time, professional landscaping crews will be onsite performing the following tasks:

- Debris and leaf removal
- Pruning of trees and shrubs
- Edging and mulching of flower beds
- Mowing and fertilization

To ensure the cleanup is completed efficiently, we kindly ask for your cooperation with the following:

- Please clear all personal items, such as toys or patio furniture, from the common lawn areas.
- Ensure all pets are kept indoors during working hours.
- Keep windows closed to prevent dust or noise disturbance.
- Follow any temporary parking restrictions or directional signs posted by the crew.

We appreciate your patience as we work to beautify our community for the upcoming season. If you have any questions or concerns, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Management]

[Company Name]