

[Date]

[Tenant Name]

[Unit/Address]

[City, State, Zip Code]

RE: Notice of Parking Lot Repaving and Temporary Space Reallocation

Dear [Tenant Name],

Please be advised that the parking lot at [Property Name/Address] is scheduled for professional repaving and striping. This project is necessary to maintain the safety and appearance of the property.

Project Schedule:

- **Start Date:** [Start Date] at [Start Time]
- **End Date:** [End Date] at [End Time]

Temporary Parking Reallocation:

During this period, your assigned parking space (Space #[Current Space Number]) will be unavailable. Please use the following temporary parking arrangement:

Your Temporary Space: [Temporary Space Number or "Overflow Lot A"]

Instructions:

- Please move your vehicle by [Deadline Time] on [Deadline Date].
- Vehicles remaining in the construction zone after the deadline may be towed at the owner's expense.
- Normal parking assignments will resume on [Date/Time].

We apologize for this temporary inconvenience and appreciate your cooperation in improving our facility. If you have any questions, please contact the management office at [Phone Number] or [Email].

Sincerely,

[Your Name/Property Manager]

[Property Management Company]