

## **URGENT NOTICE: EMERGENCY PARKING LOT MAINTENANCE**

Date: [Insert Date]

To: All Residents, Tenants, and Visitors

Subject: Immediate Closure of [Insert Parking Lot Name/Location]

Dear Valued Tenants and Visitors,

Please be advised that emergency maintenance is required for the parking lot located at [Insert Address or Specific Area]. Due to [Insert Reason: e.g., a water main break, sinkhole, hazardous pavement condition], we must begin immediate repairs to ensure the safety of all individuals and vehicles.

### **Closure Details:**

- **Start Date/Time:** [Insert Start Time and Date]
- **Estimated Completion:** [Insert Expected End Time/Date]
- **Affected Areas:** [Insert Specific Sections or Entire Lot]

### **Action Required:**

All vehicles must be removed from the specified area by [Insert Time]. Any vehicles remaining in the work zone after this time may be towed at the owner's expense to allow emergency crews to work safely.

### **Alternative Parking:**

During this maintenance period, please use the alternative parking located at [Insert Alternative Location].

We apologize for this unexpected inconvenience and appreciate your immediate cooperation in this matter. Our priority is to restore the area to a safe condition as quickly as possible.

If you have any questions, please contact [Insert Contact Name/Department] at [Insert Phone Number/Email].

Sincerely,

[Your Name/Company Name]  
[Property Management/Facilities Department]