

[Date]

[Tenant Name/Business Name]

[Suite Number/Address]

[City, State, Zip Code]

Subject: Monthly Parking Lot Sweeping Schedule

Dear Tenant,

Please be advised that the monthly power sweeping of the parking lot is scheduled for the following date(s):

[Date(s) of Service]

[Time of Service: e.g., 10:00 PM to 4:00 AM]

To ensure a thorough cleaning of the entire surface, we kindly request that all vehicles be removed from the parking lot during these hours. Any vehicles remaining in the lot may prevent the sweepers from reaching certain areas, or may be subject to towing at the owner's expense.

Regular sweeping helps maintain the appearance of our property and extends the life of the asphalt by removing abrasive dirt, glass, and debris.

If you have any questions regarding this schedule, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager]

[Company Name]