

## **NOTICE: OVERNIGHT PARKING LOT SWEEPING**

Date: [Insert Date]

To All Residents and Tenants,

Please be advised that we have scheduled a professional power sweeping service for the parking lot area. To ensure a thorough cleaning of the entire surface, all vehicles must be removed from the lot during the scheduled time.

**Scheduled Date:** [Insert Day of Week, Month, Date]

**Scheduled Time:** From [Insert Start Time] to [Insert End Time]

### **Action Required:**

- Please relocate your vehicle to [Insert Alternative Parking Location] by [Insert Deadline Time].
- Ensure all personal items and debris are cleared from your parking stall.
- Vehicles remaining in the lot during the scheduled time may be subject to towing at the owner's expense.

The lot will be reopened for regular parking immediately following the completion of the service. We apologize for any inconvenience this may cause and appreciate your cooperation in keeping our property clean.

If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Management Name]  
[Building/Property Address]