

NOTICE: PARKING LOT MAINTENANCE

Date: [Insert Date]

To: All Tenants, Residents, and Visitors

Subject: Advisory for Parking Lot Line Striping and Maintenance

Please be advised that the parking lot at [Property Name/Address] is scheduled for professional line striping and pavement marking on the following dates and times:

- **Start Date:** [Day of week, Date]
- **Start Time:** [Time AM/PM]
- **Estimated Completion:** [Day of week, Date] at [Time AM/PM]

Required Actions:

- All vehicles must be removed from the [Specific Section/Entire Lot] no later than [Time] on the start date.
- Do not cross caution tape or enter closed-off areas until the "Lot Open" signs are posted.
- Any vehicles remaining in the work zone after the deadline may be towed at the owner's expense.

Important Notes:

In the event of rain or inclement weather, the work will be rescheduled for [Backup Date]. Please monitor your email or the building bulletin board for updates.

We apologize for any inconvenience this temporary closure may cause and appreciate your cooperation in maintaining our facility.

Sincerely,

[Your Name/Property Management]

[Contact Phone Number]

[Contact Email]