

**DATE:** [Insert Date]

**TO:** All Tenants, Residents, and Visitors

**SUBJECT:** ADVISORY: Scheduled Parking Lot Sweeping

Dear Valued Tenants and Visitors,

Please be advised that we have scheduled a professional power sweeping service for the parking lot on the following date(s):

**Scheduled Date:** [Insert Date]

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

To ensure the entire surface is cleaned effectively, we kindly request that all vehicles be removed from the parking lot during the times listed above. Any vehicles remaining in the lot may be subject to [towing/fines] at the owner's expense.

This maintenance is necessary to remove debris, prevent drain clogs, and maintain the safety and appearance of our facility.

If you have any questions or require special accommodations, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

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