

NOTICE: PARKING LOT SWEEPING

Date: [Insert Date]

To All Residents and Visitors,

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

Scheduled Date: [Insert Day and Date]

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

To ensure the entire area is cleaned thoroughly, all vehicles must be relocated from the parking lot during these hours. Any vehicles remaining in the lot during the scheduled maintenance time may be subject to towing at the owner's expense.

Alternative Parking: [Insert location for temporary parking, if applicable]

We apologize for any inconvenience this may cause and appreciate your cooperation in keeping our property clean and well-maintained.

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

Sincerely,

[Your Name/Property Management Name]

[Contact Information]