

## **NOTICE OF TEMPORARY MOTORCYCLE PARKING CLOSURE**

**Date:** [Insert Date]

**To:** All Residents and Visitors

**Subject:** Temporary Closure of Motorcycle Parking Area

Dear Residents/Users,

Please be advised that the motorcycle parking area located at [Insert Specific Location/Level] will be temporarily closed for [Insert Reason, e.g., maintenance, floor coating, or repairs].

### **Closure Schedule:**

- **Start Date:** [Insert Date] at [Insert Time]
- **End Date:** [Insert Date] at [Insert Time]

During this period, all motorcycles must be removed from the area. Any vehicles remaining after the start time may be relocated at the owner's expense.

### **Alternative Parking:**

Please use the temporary parking zone located at [Insert Alternative Location] during the closure period.

We apologize for any inconvenience this may cause and appreciate your cooperation in improving our facilities.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Building/Property Management Name]