

NOTICE: PARKING LOT RESURFACING AND PAVING

Date: [Insert Date]

To: All Tenants, Residents, and Visitors

Subject: Scheduled Parking Lot Maintenance

Please be advised that the parking lot at **[Property Name/Address]** is scheduled for professional resurfacing and paving. This project is necessary to improve the safety and appearance of our facility.

Work Schedule:

- **Start Date:** [Insert Start Date]
- **Estimated Completion:** [Insert End Date]
- **Work Hours:** [Insert Hours, e.g., 8:00 AM to 6:00 PM]

Action Required:

- All vehicles must be removed from the parking lot by **[Insert Time]** on **[Insert Date]**.
- Any vehicles remaining in the work zone after this time will be towed at the owner's expense.
- Alternative parking is available at: **[Insert Alternative Parking Location]**.

Important Safety Information:

The resurfacing area will be closed to all vehicle and pedestrian traffic. Please follow all posted signs and caution tape. The new asphalt and sealant will be wet and can damage shoes, clothing, and vehicles if entered prematurely.

We apologize for this temporary inconvenience and appreciate your cooperation in maintaining our property.

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

Sincerely,

[Your Name/Property Management Name]