

# Outdoor Maintenance Reminder

Dear Residents,

This is a friendly reminder that scheduled outdoor maintenance will take place on **[Date]**. Please ensure that your outdoor spaces are ready for the maintenance team.

Tasks to be performed include:

- Lawn mowing
- Trimming shrubs
- Cleaning common areas
- Weed control

We appreciate your cooperation and understanding in helping us keep our community beautiful.

If you have any questions or concerns, please contact the management office.

Thank you,

**[Your Name]**

**[Your Title]**

**[Property Management Company]**

**[Contact Information]**