

Notification of Parking Lot Maintenance

Dear Residents,

We would like to inform you that maintenance work on the parking lot will take place on **[Date]** from **[Start Time]** to **[End Time]**. During this period, the parking lot will be closed to all vehicles.

We apologize for any inconvenience this may cause and appreciate your understanding as we work to improve the facility.

If you have any questions or concerns, please feel free to contact us at **[Contact Information]**.

Thank you for your cooperation.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]