

Reminder: Parking Guidelines

Dear [Recipient's Name],

This is a friendly reminder regarding our defined parking guidelines that have been established to ensure a smooth experience for everyone.

Parking Guidelines:

- All vehicles must be parked in designated parking spaces.
- Overnight parking is not permitted without prior approval.
- No parking in fire lanes or areas marked as no parking.
- Parking permits must be displayed at all times.

We appreciate your cooperation in following these guidelines. If you have any questions or need further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]