

Parking Area Allocation Notice

Date: [Insert Date]

Dear [Community Member's Name],

We are pleased to inform you that you have been allocated a parking space in our community parking area. The details of your allocation are as follows:

Parking Space Number: [Insert Space Number]

Location: [Insert Location Details]

Effective Date: [Insert Start Date]

Please adhere to the following guidelines regarding the use of the parking area:

- Parking is allowed only in your designated space.
- Please display the provided parking permit on your vehicle dashboard.
- All vehicles must be parked correctly to ensure safety and accessibility.

If you have any questions or concerns regarding your parking allocation, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Community Association/Organization Name]