

Parking Space Allocation Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you that a parking space has been allocated to you at [Property/Complex Name]. Your designated parking space number is [Space Number].

Please adhere to the following guidelines regarding your parking space:

- Parking is permitted only in the allocated space number.
- Unauthorized vehicles may be towed at the owner's expense.
- Parking permits must be displayed at all times.

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]