

Reserved Parking Space Information

Date: [Insert Date]

Dear [Renter's Name],

We are pleased to inform you that you have been assigned a reserved parking space at [Property Address]. Below are the details:

Parking Space Details

- **Parking Space Number:** [Space Number]
- **Location:** [Location Description]
- **Access Code:** [Access Code]

Terms of Use

Please adhere to the following guidelines:

- This space is exclusively for your use and may not be shared or transferred.
- Unauthorized vehicles will be subject to towing 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 Name]