

# Vehicle Parking Space Assignment Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you that your vehicle parking space has been assigned. Below are the details:

- **Parking Space Number:** [Assigned Space Number]
- **Location:** [Location Description]
- **Effective Date:** [Start Date]

Please make sure to park only in the assigned space and adhere to the community parking guidelines.

If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]