

# Driveway Access Permission Letter

Date: [Insert Date]

To: [Resident's Name]  
[Resident's Address]  
[City, State, ZIP]

Dear [Resident's Name],

We hope this message finds you well. We are writing to inform you that you have been granted permission to access the shared driveway located at [Driveway Address or Description]. This access is effective immediately and is subject to the following terms:

- The driveway access is designated for [specific purpose, e.g., parking, loading, etc.].
- Please ensure that your vehicle does not obstruct access for other residents.
- Any damages incurred during access should be reported immediately.
- This permission may be revoked with [insert notice period, e.g., 30-days] notice if necessary.

Should you have any questions or require further clarification, please do not hesitate to reach out to us at [Contact Information].

Thank you for your cooperation.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Organization/Association Name]  
[Contact Information]