

# Parking Space Allocation Notice

Date: [Insert Date]

Dear [Tenant's Name],

We are pleased to inform you that a parking space has been allocated to you at [Property Address]. The details of your allocated parking space are as follows:

- Parking Space Number: [Insert Space Number]
- Effective Date: [Insert Date]
- Rules and Regulations: [Insert Brief Rules]

Please ensure that you park only in the allocated space and adhere to the parking regulations to avoid any penalties.

If you have any questions or concerns regarding your parking allocation, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]