

Visitor Parking Instructions

Dear Residents,

We hope this message finds you well. To ensure a smooth and efficient process for your guests, please find below the instructions for visitor parking:

Visitor Parking Guidelines:

- All visitors must register their vehicle information at the security desk upon arrival.
- Please provide the make, model, and license plate number of the visiting vehicle.
- Visitor parking is available in designated areas only. Please refer to the attached map for locations.
- Each resident is permitted to have up to three visitor vehicles parked at any given time.
- Parking passes must be displayed on the dashboard of the vehicle.

Contact Information:

If you have any questions or need assistance, please do not hesitate to contact the management office at [insert phone number] or [insert email address].

Thank you for your cooperation!

Sincerely,

[Your Building Management]