

Visitor Vehicle Parking Procedures for Tenants

Date: [Insert Date]

To: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Tenant Name],

We would like to inform you of the parking procedures for your visitors. Please ensure that your guests adhere to the following guidelines to ensure a smooth parking experience:

Parking Pass Requirement

All visitors must obtain a parking pass from the front desk or online prior to parking in designated visitor spaces. The pass must be displayed prominently on the dashboard of the vehicle.

Designated Visitor Parking Area

Visitors are permitted to park only in the designated visitor parking area located [insert location details]. Parking in unauthorized areas may result in towing at the owner's expense.

Maximum Parking Duration

Visitors are allowed to park for a maximum of [insert duration] hours. If extended parking is needed, please contact the management.

Additional Information

For any questions or further information regarding visitor parking, please feel free to contact the management office at [insert contact information].

Thank you for your attention to these procedures. We appreciate your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Management Company Name]