

Parking Space Application

Date: [Insert Date]

To,

Manager,
[Co-working Space Name]
[Co-working Space Address]

Dear [Manager's Name],

I am writing to formally request a parking space at [Co-working Space Name]. I am currently a member, and due to my work schedule, having a designated parking spot would greatly facilitate my daily commute.

Details are as follows:

- Name: [Your Name]
- Membership ID: [Your Membership ID]
- Contact Number: [Your Contact Number]
- Vehicle Make/Model: [Your Vehicle Make/Model]
- License Plate Number: [Your License Plate Number]

I understand there may be a fee associated with this parking space and I am willing to comply with any necessary arrangements. Please let me know if there are any forms or procedures I need to complete as part of this request.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title or Position]
[Your Company Name]
[Your Contact Information]