

# Parking Space Application

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Office Building Name]

[Building Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a parking space at [Company/Office Building Name] as I am a [Your Position/Relation to the Company] at [Your Company Name]. Given the constraints of public parking and the need for convenient access to the office, I believe that securing a dedicated parking space would greatly benefit my daily commute.

Details of my application are as follows:

- Name: [Your Name]
- Position: [Your Position]
- Vehicle Make and Model: [Vehicle Make and Model]
- License Plate Number: [License Plate Number]

I understand that parking is a valuable resource, and I am willing to adhere to any guidelines or fees that may be associated with this request. Thank you for considering my application, and I look forward to your favorable response.

Sincerely,

[Your Name]