

# Parking Space Request Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

Dear [Apartment Complex Manager's Name],

I hope this message finds you well. I am writing to formally request a parking space at [Apartment Complex Name] for my vehicle. I am a resident of apartment [Your Apartment Number] and have been living here since [Your Move-in Date].

Due to [brief explanation of need, e.g., increased vehicle usage, guests, etc.], I require an additional parking space. I appreciate your consideration of my request, and am willing to discuss any potential fees or requirements associated with obtaining a parking space.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]