

Parking Space Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To Whom It May Concern,

[Public Housing Authority Name]

[Address]

[City, State, Zip Code]

Dear [Housing Authority Contact/Department],

I am writing to formally request a designated parking space as part of my tenancy at [Property Address]. I have been a resident here since [Move-in Date] and have encountered challenges regarding parking availability.

Due to [briefly explain your reasons, e.g., a medical condition, family obligations, work requirements], I require a consistent and convenient parking solution. I kindly ask for your assistance in allocating a parking space to accommodate my needs.

I appreciate your attention to this matter and look forward to your prompt response. Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]