

Request for Clarification on Parking Policies

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Organization/Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the parking policies at [Location/Facility Name]. Recently, I encountered some confusion pertaining to [specific issue or policy], and I would appreciate your assistance in providing further details.

Specifically, I would like to understand:

- [Specific question 1]
- [Specific question 2]
- [Specific question 3]

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

Sincerely,

[Your Name]