

Parking Arrangement Clarification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We would like to take this opportunity to clarify the parking arrangements for the residents of [Property Name].

As a reminder, each unit is allocated [number] parking spaces. The designated parking areas are as follows:

- Space A - [Location/Description]
- Space B - [Location/Description]
- Visitor Parking - [Location/Description]

Please ensure that all vehicles are parked in their designated spaces to avoid any inconvenience or towing. If you have any visitors, kindly utilize the visitor parking area provided.

If you have any further questions regarding the parking policy or require assistance, please do not hesitate to contact our office at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company]

[Contact Information]