

Parking Spot Reassignment Notification

Date: [Insert Date]

To: [Employee/Visitor Name]

From: [Your Company Name]

Subject: Important Parking Spot Reassignment Notification

Dear [Employee/Visitor Name],

We hope this message finds you well. We would like to inform you about a reassignment of your parking spot that will take effect on [Effective Date].

Your new parking spot will be located at [New Parking Spot Location], and your previous spot was [Old Parking Spot Location]. Please ensure to use the new spot starting from the effective date mentioned above.

If you have any questions or concerns regarding this change, please do not hesitate to contact [Contact Person's Name] at [Contact Phone Number] or [Contact Email].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]