

Parking Spot Reassignment Notification

Dear [Community Member's Name],

We hope this message finds you well. We are writing to inform you that there has been a reassignment of parking spots within our community.

Your new assigned parking spot is as follows:

- **New Parking Spot Number:** [New Spot Number]
- **Effective Date:** [Effective Date]

Please ensure that you use the designated parking spot starting from the effective date mentioned above.

If you have any questions or concerns, feel free to reach out to the community management office.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]
[Your Position]
[Community Name]
[Contact Information]