

# Park Spot Reassignment Notification

Date: [Insert Date]

Dear [Resident's Name],

We hope this message finds you well. This letter serves as a formal notification regarding the reassignment of your designated parking spot within the [Community Name] HOA.

Effective [effective date], your new parking spot will be [new parking spot number or location]. This change has been made to better accommodate the needs of all residents.

Please ensure that you begin using your new parking spot by the effective date mentioned above. If you have any questions or concerns regarding this reassignment, feel free to reach out to the HOA office at [HOA contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Community Name] HOA