

Parking Spot Reassignment Notification

Date: [Insert Date]

To: [Resident's Name]

Address: [Resident's Address]

Dear [Resident's Name],

We hope this message finds you well. We are writing to inform you that there has been a reassignment of your parking spot due to [reason for reassignment, e.g., maintenance, new resident needs, etc.]. Your previous parking spot [insert old parking spot number or identifier] will be replaced with a new spot.

Your new parking spot will be [insert new parking spot number or identifier], effective [insert effective date]. Please be sure to use the new spot moving forward to avoid any inconveniences.

We appreciate your understanding and cooperation in this matter. Should you have any questions or concerns, please do not hesitate to reach out to our office.

Thank you!

Sincerely,

[Your Name]

[Your Position]

[Leasing Office Name]

[Contact Information]