

Parking Spot Reassignment Notification

Date: [Insert Date]

Dear [Resident's Name],

Welcome to [Apartment/Building Name]! We are excited to have you as a new resident.

We would like to inform you about the reassignment of your parking spot. Your designated parking spot is now #[New Spot Number].

Please ensure to park only in the assigned space to avoid any potential issues. If you have any questions or need assistance, feel free to contact the management office.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

[Apartment/Building Name]