

Parking Spot Reassignment Notification

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Address: [Insert Tenant Address]

Dear [Insert Tenant Name],

We hope this message finds you well. We are writing to inform you of a change in your assigned parking spot.

Your current parking assignment of spot number [Insert Old Spot Number] will be reassigned. Starting from [Insert Reassignment Date], your new parking spot will be [Insert New Spot Number].

We appreciate your understanding and cooperation in this matter. If you have any questions or concerns regarding this change, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for being a valued tenant.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]