

# Parking Permit Submission Guidelines

Dear [Recipient's Name],

We are pleased to provide you with the guidelines for submitting your parking permit application. Please follow the instructions below to ensure a smooth process:

## 1. Eligibility Criteria

- Must be a current resident of [insert area]
- Must have a valid driver's license
- Must provide proof of vehicle registration

## 2. Required Documents

- Completed parking permit application form
- Copy of driver's license
- Copy of vehicle registration
- Proof of residency (utility bill, lease agreement, etc.)

## 3. Submission Process

Please submit your application by one of the following methods:

- In-person at the [Office Location]
- Via email to [insert email address]
- By mail to [insert mailing address]

## 4. Deadline

All applications must be submitted by [insert deadline date]. Late submissions may not be accepted.

## 5. Contact Information

If you have any questions, please contact us at [insert contact number] or [insert email address].

Thank you for your cooperation!

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]