

Letter of Clarification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to clarify the issuance of parking passes for the upcoming [Conference Name] scheduled on [Conference Dates]. There have been some inquiries regarding the allocation and usage of parking passes for attendees, and I would like to address these concerns.

As per our previous communications, parking passes will be issued to all registered attendees on a first-come, first-served basis. Please note the following details regarding the parking pass issuance:

- Each registered attendee will receive one parking pass.
- Parking passes can be picked up at the registration desk upon arrival.
- Attendees are required to display the parking pass on their dashboard at all times while parked at the venue.
- Parking availability is limited; we encourage early arrival to secure a spot.

If you have any further questions or require additional assistance regarding parking arrangements, please do not hesitate to reach out.

Thank you for your attention, and we look forward to welcoming you to [Conference Name].

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]