

Designated Parking Needs Notification

Date:

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient's Name],

I am writing to formally notify you of my designated parking needs due to [provide reason, e.g., medical condition, disability]. As per [applicable rules or policies], I would like to request a reserved parking space to accommodate my needs.

I appreciate your understanding and assistance in ensuring that my parking requirements are met. Please let me know if you need any further documentation or information to process this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]