

Special Parking Accommodation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Company Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request special parking accommodations due to [explain your circumstances, e.g., a medical condition, disability, etc.]. This situation significantly impacts my ability to [explain how it affects your daily life].

I kindly ask for a designated parking spot that would allow me to [explain the benefits of the requested accommodation]. I am confident that this adjustment would greatly enhance my experience and accessibility within the premises.

I am willing to provide any necessary documentation to support my request, including [mention any documents, if applicable].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]