

Temporary Parking Permit Application

Date: [Insert Date]

To,

The Parking Authority,
[City/Organization Name],
[Address],
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request a temporary parking permit for my vehicle due to [reason for request, e.g., visitors, construction, etc.]. I am in need of this permit from [start date] to [end date].

Details are as follows:

- Vehicle Make and Model: [Insert Make and Model]
- License Plate Number: [Insert License Plate]
- Owner's Name: [Insert Your Name]
- Contact Information: [Insert Phone Number and/or Email]

Attached with this letter are [mention any documents if applicable, e.g., proof of residence, ID, etc.]. Thank you for considering my request. I look forward to your positive response.

Sincerely,
[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Contact Information]