

Request for Additional Parking Facilities

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company/Organization Address]

Dear [Recipient's Name],

I am writing to formally request the consideration of additional parking facilities at [specify location, e.g., our office, the community center, etc.]. With the increasing number of employees/visitors/residents utilizing our current parking, we have observed significant congestion and inconvenience as the available spaces are often insufficient.

We believe that enhancing our parking facilities will not only improve accessibility but also contribute to the overall efficiency and satisfaction of everyone involved. Therefore, I would appreciate it if you could look into the feasibility of expanding our parking options.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company/Organization Name]