

Parking Permit Allocation Appeal

[Your Name]

[Your Position]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Parking Authority Name]

[Parking Authority Address]

[City, State, Zip Code]

Dear [Parking Authority Contact Name],

I am writing to formally appeal the allocation decision regarding the parking permit for my business, [Your Business Name], as communicated in your letter dated [Date of Notification]. We believe that our request for additional parking permits is justified due to [insert reasons such as increased business activity, lack of available parking, etc.].

As a local business, we strive to contribute positively to the community, and adequate parking is essential for our operations. Given the current circumstances, we would greatly appreciate your reconsideration of our allocation.

Thank you for your attention to this matter. We look forward to your prompt reply.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Name]

[Your Position]

[Your Business Name]