

# Parking Permit Allocation Letter

Date: [Insert Date]

To: [Employee Name]

Department: [Employee Department]

Employee ID: [Employee ID]

Dear [Employee Name],

We are pleased to inform you that your application for a parking permit has been approved. You are hereby allocated a parking permit for the duration of your employment with us.

Please find your parking permit details below:

- Permit Number: [Insert Permit Number]
- Validity Period: [Insert Validity Period]
- Designated Parking Area: [Insert Parking Area]

We kindly ask that you display this permit on your vehicle at all times while parked on company premises. If you have any questions or require further assistance, please do not hesitate to contact the HR department.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]

[Contact Information]