

Parking Permit Allocation Letter

Date: [Insert Date]

Dear [Attendee's Name],

We are pleased to inform you that your parking permit for the upcoming [Event Name] has been successfully allocated. This permit will grant you access to the designated parking area on the event day.

Event Details:

- **Date:** [Event Date]
- **Time:** [Event Start Time] to [Event End Time]
- **Location:** [Event Venue Address]

Please find your parking permit attached to this letter. Ensure that it is displayed visibly on your dashboard upon arrival to avoid any inconvenience.

Should you have any questions or require further assistance, feel free to reach out to us at [Contact Information].

Thank you, and we look forward to seeing you at the event!

Sincerely,

[Your Name]

[Your Position]

[Organization Name]

[Contact Information]