

# Parking Permit Allocation Inquiry

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To: [Parking Office/Institution Name]

[Office Address]

[City, State, Zip Code]

Dear [Parking Coordinator's Name],

I hope this message finds you well. I am writing to inquire about the allocation of parking permits for students for the upcoming academic term. As a student at [Your Institution's Name], I would like to understand the process, eligibility criteria, and timeline for obtaining a parking permit.

Additionally, if there are any specific forms or documentation required to complete this process, please let me know. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your help.

Sincerely,

[Your Name]

[Your Student ID]