

Parking Permit Allocation Reminder

Dear [Permit Holder's Name],

This is a friendly reminder that your parking permit for [Parking Area/Facility Name] is set to expire on [Expiration Date]. To ensure you continue to enjoy the benefits of your allocated parking space, please take a moment to renew your permit.

To renew, please visit [Renewal Website/Link] or contact us at [Contact Information]. If you have already completed the renewal process, please disregard this message.

Your cooperation is greatly appreciated to maintain a smooth parking experience for all permit holders.

Thank you!

Sincerely,
[Your Name]
[Your Position]
[Organization Name]
[Contact Information]