

Parking Permit Allocation Update

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you about important changes to the parking permit allocation process, as approved by the council. These changes will take effect from [Insert Effective Date].

The key updates are as follows:

- New application procedures that must be followed
- Changes in eligibility criteria for permits
- Revised permit fees
- Updated timelines for permit issuance

We encourage you to visit our website at [Insert Website URL] for detailed information regarding these changes, including the new guidelines and application forms.

If you have any questions or concerns, please do not hesitate to contact our office at [Insert Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Council Name]

[Contact Information]