

# Request for Parking Permit Allocation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To Whom It May Concern,

I am writing to formally request the allocation of a parking permit for residents in [Name of the Area or Community]. My name is [Your Name], and I reside at [Your Address].

As a resident, I have encountered challenges in securing parking due to [briefly explain your situation, e.g., increased visitors, limited parking availability, etc.]. I believe that a parking permit would greatly alleviate this issue.

Enclosed are the required documents to support my request:

- Proof of residency (e.g., utility bill)
- Vehicle registration documents
- Any additional documentation as per the parking permit guidelines

I appreciate your consideration of my request and look forward to your positive response. Thank you for your attention to this matter.

Sincerely,

[Your Name]