

Temporary Parking Permit Allocation

Date: [Insert Date]

To: [Guest Name]

Address: [Guest Address]

Dear [Guest Name],

We are pleased to inform you that a temporary parking permit has been allocated for your stay with us. Please find the details below:

- Permit Number: [Insert Permit Number]
- Effective Dates: [Start Date] to [End Date]
- Parking Location: [Insert Location]

Please display the permit on your vehicle's dashboard to avoid any parking violations. If you have any questions or require further assistance, feel free to contact us at [Contact Information].

Thank you for your attention, and we wish you a pleasant stay!

Sincerely,

[Your Name]

[Your Title]

[Your Organization]