

Parking Allocation Confirmation

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are pleased to inform you that your application for commercial vehicle parking has been approved. As a new tenant at [Property Name/Address], you are allocated a designated parking space for your commercial vehicle.

Allocated Parking Space: [Space Number]

Effective Date: [Start Date]

Please ensure that your vehicle is parked only in the assigned space and that you adhere to our parking guidelines outlined in the tenant handbook.

If you have any questions or require further assistance, do not hesitate to contact our office at [Office Phone Number] or [Email Address].

Welcome to [Property Name], and we wish you success in your endeavors.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Address]

[Company Phone Number]

[Company Email Address]