

# Parking Appeal Letter

Date: [Insert Date]

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Parking Authority Name]  
[Parking Authority Address]  
[City, State, Zip Code]

## **Subject: Appeal for Delayed Approval of Commercial Vehicle Parking**

Dear [Parking Authority Name],

I am writing to formally appeal the delayed approval for the parking permit for my commercial vehicle, a [Vehicle Make and Model], license plate [License Plate Number]. I submitted my application on [Application Submission Date], and I have yet to receive a decision.

As a [Your Business Type] operating in [Location/Area], timely access to a designated parking area is critical for the smooth operation of my business. The delay in approval is impacting my ability to service my clients effectively.

I kindly request an update on the status of my application and urge the committee to expedite the approval process. If further information or documentation is required, please let me know, and I will provide it promptly.

Thank you for your attention to this matter. I look forward to your prompt reply.

Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]