

Commercial Vehicle Parking Renewal Notice

Date: [Insert Date]

To: [Permit Holder's Name]

[Permit Holder's Address]

Dear [Permit Holder's Name],

This is a reminder that your commercial vehicle parking permit is set to expire on [Insert Expiry Date]. We encourage you to renew your permit to ensure continued access to the designated parking area.

Please complete the renewal process by [Insert Renewal Deadline], to avoid any interruptions in parking privileges. The renewal fee is [Insert Amount], and payment can be made online or at our office.

Should you have any questions please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Company Phone Number]