

Important Notice: Modified Parking Arrangements

Dear [Recipient's Name],

We would like to inform you of some temporary changes to our parking arrangements effective from [Start Date] to [End Date]. Due to [Reason for Modification], the following adjustments will be made:

- Parking Lot A will be closed for maintenance.
- Parking Lot B will now have extended hours from [New Hours].
- Shuttle services will be available from [Location] to [Location].

We apologize for any inconvenience this may cause and appreciate your understanding and cooperation during this time.

If you have any questions or need further assistance, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,
[Your Name]
[Your Title]
[Your Organization]