

Announcement of New Parking Guidelines

Dear [Staff/Residents],

We are writing to inform you of the new parking guidelines that will take effect on [Start Date]. These changes have been implemented to improve parking efficiency and ensure the safety of all users.

New Guidelines:

- Parking permits are required for all vehicles on premises.
- All vehicles must be parked within designated parking spaces.
- Overnight parking is only permitted for registered guests.
- Vehicles parked in unauthorized areas will be subject to towing at owner's expense.

We appreciate your cooperation in adhering to these new guidelines. If you have any questions or require further information, please do not hesitate to contact [Contact Information].

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Your Organization]