

Notice of Parking Policy Update

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about important updates to our parking policy that will take effect starting [Effective Date].

Key changes include:

- Increased hourly rates for parking during peak hours.
- Introduction of new parking zones and designated permit areas.
- Implementation of a digital payment system for your convenience.

We encourage you to review the updated policy document attached for detailed information. If you have any questions or concerns, please do not hesitate to contact our office at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Position]
[Company Name]