

# Parking Space Request Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a parking space at [specific location or facility] due to [brief reason for request, e.g., work needs, medical condition, etc.]. As an [employee/member/resident], having a designated parking spot would greatly assist me in [explain how it will help, e.g., improving convenience, reducing commute time, etc.].

I understand the limitations and demands for parking spaces, but I would greatly appreciate your consideration of my request. If possible, I would like to discuss this matter further and explore potential solutions.

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

Sincerely,

[Your Name]