

Notification of Parking Space Availability

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that a parking space has become available at [Location/Facility Name].

Details of the parking space:

- Space Number: [Insert Space Number]
- Location: [Insert Specific Location]
- Availability Date: [Insert Date]

Please contact us at [Contact Information] to confirm your interest or if you have any questions.

Thank you,

[Your Name]

[Your Position]

[Company/Organization Name]