

# Parking Space Allocation Confirmation

Date: [Insert Date]

Dear [Recipient's Name],

We are pleased to inform you that your application for a parking space has been approved. Below are the details of your allocated parking space:

- **Parking Space Number:** [Insert Parking Space Number]
- **Location:** [Insert Location]
- **Effective Date:** [Insert Start Date]
- **Expiry Date:** [Insert Expiry Date]

Please ensure that you display the parking permit visibly within your vehicle at all times. If you have any questions or require further assistance, feel free to contact us at [Insert Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]