

Parking Space Assignment Update

Dear [Recipient's Name],

We are writing to inform you of an update regarding your assigned parking space in our facility.

Your new parking space number is **[New Parking Space Number]**. This change will take effect on **[Effective Date]**.

Please ensure that all vehicle registrations are updated accordingly. If you have any questions or require further assistance, feel free to reach out to us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]