

Request for Reserved Parking Access

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request access to a reserved parking space at [Location]. Due to [brief explanation of reason, e.g., medical condition, job requirements, etc.], having dedicated parking would greatly assist me in [explain how it helps you].

I kindly ask for your consideration of my request, and I am willing to provide any necessary documentation to support my case.

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

Sincerely,

[Your Name]