

# Temporary Parking Space Arrangement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Temporary Parking Space Arrangement

Dear [Recipient's Name],

We are writing to inform you about the temporary parking space arrangement for [specific purpose or event, e.g., construction, event, etc.].

Please find the details of the arrangement below:

- **Location:** [Specify the location]
- **Duration:** From [Start Date] to [End Date]
- **Parking Spaces Available:** [Number of spaces]

We appreciate your cooperation and understanding regarding this matter. Should you have any questions or require further information, please do not hesitate to contact us at [Your Contact Information].

Thank you for your attention to this arrangement.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]