

[Date]

[Resident/Employee Name]

[Address/Department]

[Unit/Office Number]

**Subject: Notification of Accessible Parking Space Assignment**

Dear [Resident/Employee Name],

We are pleased to inform you that your request for a designated accessible parking space has been approved and processed.

Your assigned parking space details are as follows:

- **Assigned Space Number:** [Space Number/ID]
- **Location:** [Description of Location, e.g., North Lot, Near Entrance B]
- **Effective Date:** [Start Date]

Please ensure that your valid state-issued disabled parking permit or placard is clearly displayed at all times when parked in this designated space. This assignment is specific to your use and is non-transferable.

If you have any questions regarding this assignment or if there are any changes to your vehicle information, please contact the [Management Office/HR Department] at [Phone Number] or [Email Address].

Welcome to your new parking location.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Property Name]