

Dear Resident,

Welcome to our community! This letter serves as formal notification regarding your assigned garage parking space and the vehicle registration requirements.

**Assigned Parking Information:**

- **Assigned Space Number:** [Insert Space Number]
- **Garage Level/Location:** [Insert Location Details]
- **Access Method:** [Insert Remote/Key Fob/Gate Code]

**Vehicle Registration Details:**

To ensure your vehicle is not towed, the following information must be on file with the management office:

- **Make and Model:** [Insert Vehicle Info]
- **Color:** [Insert Color]
- **License Plate Number:** [Insert Plate Number]
- **Permit Number:** [Insert Permit ID, if applicable]

**Parking Rules and Regulations:**

- Park only in your assigned space.
- The parking permit must be clearly displayed at all times.
- The garage speed limit is [Insert Speed] MPH.
- Guest parking is located in [Insert Guest Area].

Please notify the office immediately if you change your vehicle or lose your access device. Failure to follow parking regulations may result in fines or towing at the owner's expense.

If you have any questions, please contact the management office at [Insert Phone Number].

Sincerely,

Property Management  
[Insert Property Name]