

[Date]

[Tenant Name]

[Business Name]

[Suite/Unit Number]

**Subject: Notification of Commercial Parking Allocation**

Dear [Tenant Contact Person Name],

Welcome to [Property Name]. We are pleased to formally notify you of the parking allocation assigned to your business as per your lease agreement.

Your designated parking details are as follows:

- **Total Number of Spaces:** [Number]
- **Assigned Space Number(s):** [List Numbers or "See Attached Map"]
- **Parking Zone/Level:** [Location Details]
- **Access Method:** [Permit/Key Card/Hang Tag/License Plate Recognition]

Please ensure that all employees and visitors adhere to the following regulations:

- Vehicles must only be parked within the assigned stalls.
- Parking permits (if applicable) must be clearly displayed at all times.
- Unauthorized vehicles or those parked in fire lanes/loading docks will be subject to towing at the owner's expense.
- Speed limits within the parking facility must be strictly observed.

If you require additional spaces or need to update your vehicle registration list, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager]

[Building Management Company Name]