

[Date]

[Resident Name]

[Unit Number]

[Property Name]

Subject: Covered Parking Space Assignment

Dear [Resident Name],

We are pleased to inform you that a covered parking space has been assigned to you. Please find the details of your assignment below:

- **Assigned Space Number:** [Space Number]
- **Effective Date:** [Start Date]
- **Monthly Fee (if applicable):** [Amount]

To ensure a positive experience for all residents, please adhere to the following parking guidelines:

- Park only in your designated space.
- Ensure your parking permit is clearly displayed on your [Windshield/Rearview Mirror].
- The parking area is for operable passenger vehicles only.
- Please maintain a slow speed when entering and exiting the covered area.

If you have any questions regarding your assignment or if there is an unauthorized vehicle in your spot, please contact the management office at [Phone Number] or [Email Address].

Welcome to your new parking spot!

Sincerely,

[Property Manager Name]

[Property Management Company]