

[Date]

[Resident Name(s)]

[Unit Number/Address]

Welcome: Vehicle Registration and Parking Assignment

Dear Resident,

Welcome to [Property Name]. This letter confirms the registration of your vehicles and provides your designated parking assignments as per your lease agreement.

Registered Vehicles:

- **Vehicle 1:** [Make/Model] | [Color] | [License Plate]
- **Vehicle 2:** [Make/Model] | [Color] | [License Plate]
- **Vehicle 3:** [Make/Model] | [Color] | [License Plate]

Parking Assignments:

Assigned Space(s): [Space Number(s) / Garage Number]

Parking Permit Number(s): [Permit Number(s)]

Parking Rules Summary:

- Permits must be clearly displayed [Location, e.g., rearview mirror/dashboard] at all times.
- Only the vehicles listed above are authorized to park in your assigned spaces.
- Parking in fire lanes, handicap spaces (without a permit), or blocking access is strictly prohibited.
- Unauthorized vehicles are subject to towing at the owner's expense.

If you change your vehicle or need to update your license plate information, please contact the management office immediately at [Phone Number] or [Email].

Thank you for your cooperation.

Sincerely,

[Manager Name]

[Property Name] Management