

Date: [Insert Date]

Resident Name: [Insert Name]

Unit Number: [Insert Unit Number]

# Welcome to [Property Name] - Parking Assignment

Dear Resident,

Welcome to your new home! This letter serves as official confirmation of your assigned parking space and the registration requirements for your vehicle.

## Your Parking Details:

- Assigned Space Number: [Insert Space Number]
- Parking Area/Level: [Insert Location Details]
- Permit Number: [Insert Permit Number]

## Vehicle Registration:

To finalize your parking access, please provide the following information to the Management Office if you have not already done so:

- Vehicle Make and Model: [Insert Details]
- Vehicle Color: [Insert Details]
- License Plate Number: [Insert Number]
- State of Registration: [Insert State]

## Parking Rules:

- Please ensure your parking permit is clearly displayed [Insert Location: e.g., on the rearview mirror].
- Park only in your assigned space. Unauthorized vehicles are subject to towing at the owner's expense.
- Guest parking is located at [Insert Guest Parking Location].

If you have any questions or change your vehicle in the future, please contact us at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]  
[Property Management Company]