

Dear Resident,

Welcome to **[Community Name]**! We are happy to have you as a member of our neighborhood.

To ensure organized parking and to maintain the security of our community, all residents are required to register their vehicles with the management office. Please complete the registration process within **[Number]** days of moving in.

Vehicle Information Required:

- Make and Model:
- Color:
- License Plate Number:
- State of Registration:

Parking Rules Summary:

- Only registered vehicles with a valid **[Permit/Sticker]** may park in resident spaces.
- Guest parking is located at **[Location]** and is limited to **[Time Limit]**.
- Vehicles parked in fire lanes or blocking access will be towed at the owner's expense.

Please visit the **[Management Office/Online Portal]** at **[Address/Link]** to submit your details and collect your parking permit.

If you have any questions, please contact us at **[Phone Number]** or **[Email Address]**.

Sincerely,

The Management Team
[Community Name]