

Date: [Insert Date]

To: [Resident/Guest Name]

Address/Unit: [Insert Unit Number]

Welcome: Temporary Vehicle Registration

Dear [Resident/Guest Name],

Welcome to [Property/Complex Name]. This letter confirms that your temporary vehicle registration has been approved. Please find your parking details below:

- **Vehicle Make/Model:** [Insert Vehicle Details]
- **License Plate:** [Insert Plate Number]
- **Permit Number:** [Insert Permit ID]
- **Valid From:** [Start Date]
- **Valid Until:** [End Date]
- **Assigned Parking Area:** [Insert Zone or Space Number]

Parking Rules and Regulations:

- The permit must be displayed clearly on the [Front Dashboard/Rearview Mirror] at all times.
- Parking is only permitted in designated [Guest/Temporary] areas.
- Vehicles parked in fire lanes, blocking dumpsters, or without a valid permit are subject to towing at the owner's expense.
- This permit is non-transferable and expires automatically on the date listed above.

If you require an extension or have any questions, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Name/Signature]

[Title/Property Management]

[Property Name]