

Date: [Insert Date]

To: [Resident Name]

Unit: [Unit Number]

# Welcome to Underground Parking

Dear Resident,

We are pleased to inform you that your underground parking space has been assigned. Please find your registration details and parking regulations below.

## Parking Assignment Details:

- **Assigned Stall Number:** [Stall Number]
- **Parking Level:** [Level/Floor]
- **Access Method:** [Key Fob / Remote / Key Card ID]

## Registered Vehicle Information:

- **Make/Model:** [Vehicle Make and Model]
- **Color:** [Vehicle Color]
- **License Plate:** [Plate Number]

## Parking Rules and Regulations:

- Only the vehicle registered above is permitted to park in the assigned stall.
- Your parking permit/decal must be clearly displayed on the [Front Windshield / Rearview Mirror].
- Speed limits within the underground garage are strictly set at [Speed Limit, e.g., 5mph].
- No mechanical repairs or oil changes are permitted within the parking facility.
- Storage of personal items (tires, boxes, etc.) in the parking stall is prohibited.

Please ensure you use only your assigned space. Unauthorized vehicles or vehicles parked in the wrong stall may be towed at the owner's expense.

If you change your vehicle or license plate, please notify the management office immediately to update your registration.

Sincerely,

[Management Name]

[Property Name]

[Contact Phone Number]

[Email Address]