

Dear Resident/Tenant,

Welcome to the underground parking facility at [Building Name/Address]. We are pleased to provide you with secure access to your assigned parking area.

**Your Access Information:**

- **Assigned Space Number:** [Space Number]
- **Access Method:** [Key Fob / Remote / Access Code]
- **Activation Date:** [Date]

**Security Guidelines:**

- Please wait for the garage gate to close completely behind you when entering or exiting.
- Do not allow "tailgating" by unauthorized vehicles.
- Ensure your vehicle is locked and valuables are removed or hidden from sight.
- Report any suspicious activity or technical malfunctions to [Security Contact/Management Office] immediately.

**Parking Rules:**

- Park only in your designated space.
- Observe the posted speed limit of [Speed Limit] mph/kph.
- A valid parking permit must be displayed on your [Windshield/Rearview Mirror] at all times.

If you have any questions regarding your access or lose your entry device, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Title]

[Building Management Name]