

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Parking Space Lease Addendum

Dear [Tenant Name],

Enclosed with this letter you will find two copies of the Parking Space Addendum to be added to your current Lease Agreement dated [Original Lease Date].

This addendum outlines the terms, conditions, and fees associated with the use of the designated parking space located at [Parking Space Number/Location].

Please review the document carefully. If you agree to the terms, please sign and date both copies. Keep one copy for your personal records and return the other copy to our office by [Return Date] via [Mail/Hand Delivery/Email].

Once the signed addendum is received, the parking space will be officially assigned to you effective [Start Date].

If you have any questions regarding this document, please contact [Contact Name] at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

Enclosure: Parking Space Addendum (2 copies)