

[Company or Management Name]
[Address Line 1]
[Address Line 2]
[City, State, Zip Code]

[Date]

[Employee or Resident Name]
[Department or Unit Number]
[Address]

Subject: Parking Space Assignment and Permit

Dear [Recipient Name],

We are pleased to inform you that your request for a designated parking space has been approved. Please find the details of your assignment below:

- **Assigned Parking Space Number:** [Space Number]
- **Location/Lot:** [Lot Name or Description]
- **Permit Number:** [Permit Number]
- **Effective Date:** [Start Date]

Enclosed with this letter is your physical parking permit. Please ensure that this permit is clearly displayed on your [Rearview Mirror/Dashboard] at all times while parked on the premises.

By accepting this permit, you agree to adhere to the following regulations:

- Park only in your designated space.
- Observe all posted speed limits and directional signs.
- The permit is non-transferable and remains the property of [Company/Management Name].
- [Company/Management Name] is not responsible for any theft or damage to vehicles parked in the lot.

Failure to comply with these regulations may result in the revocation of your parking privileges or the towing of your vehicle at your own expense.

If you have any questions regarding your assignment, please contact [Department/Contact Person] at [Phone Number/Email].

Sincerely,

[Signature]
[Name of Sender]
[Title/Position]