

[Current Date]

[Tenant/Owner Name]
[Unit/Address Number]
[City, State, Zip Code]

Subject: Friendly Reminder: Outstanding Parking Balance

Dear [Name],

We are writing to send a friendly reminder regarding your parking account for space number [Space Number].

According to our records, there is an outstanding balance of \$[Amount] which was due on [Due Date]. We understand that life gets busy and this may have simply slipped your mind.

Please arrange for payment at your earliest convenience via [Payment Method/Online Portal]. If you have already sent your payment, please disregard this notice.

If you believe there is an error in our records or if you are experiencing any issues with the payment system, please contact the management office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter and for being a valued member of our community.

Best regards,

[Your Name/Property Manager]
[Property Name/Company]