

Date: [Insert Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: NOTICE OF SUSPENSION OF PARKING FACILITY ACCESS**

Dear [Tenant Name],

This letter serves as formal notification that your access to the parking facility located at [Parking Location/Address] will be suspended effective [Suspension Date] due to nonpayment of parking fees.

According to our records, your account is currently past due in the amount of \$[Amount Owed]. This balance includes fees for the following period(s): [Insert Dates].

To avoid the suspension of your parking privileges and to ensure continued access to the facility, please submit the full payment by [Deadline Date]. Payments can be made via [Payment Method/Online Portal].

Please note that if access is suspended, your electronic key card/permit will be deactivated, and any vehicle found parked in the facility without an active account may be subject to towing at the owner's expense.

Once the outstanding balance is paid in full, your access will be reinstated within [Number] business hours.

If you believe this notice has been sent in error or if you have already made the payment, please contact the billing department immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]