

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Notification of Annual Parking Rent Adjustment**

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to your monthly parking rent for the space located at [Parking Location/Space Number].

Effective [Effective Date], your monthly parking fee will be adjusted as follows:

- Current Monthly Rent: \$[Amount]
- New Monthly Rent: \$[Amount]

This adjustment is being made in accordance with the terms of your rental agreement and reflects current market rates and increased maintenance costs for the facility.

All other terms and conditions of your existing parking agreement remain in full force and effect. Please update your payment records or automated billing systems to reflect the new amount starting [Effective Date].

If you have any questions regarding this change, please contact our office at [Phone Number] or [Email Address].

Thank you for your continued tenancy.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]