

[Date]

[Resident Name]

[Unit Number]

[Property Name]

RE: Notice of Parking Fee Adjustment

Dear [Resident Name],

This letter serves as formal notice regarding a change to the monthly parking fees at [Property Name].

Effective [Effective Date], the monthly fee for [Parking Space Number/Type] will be adjusted from \$[Current Amount] to \$[New Amount].

This adjustment is necessary due to [brief reason, e.g., increased maintenance costs, security upgrades, or market rate adjustments]. This change will be reflected in your monthly billing statement starting on the date mentioned above.

If you have an automatic payment set up through your bank or our online portal, please ensure you update the payment amount before the effective date to avoid any late fees or underpayment.

If you wish to discontinue your parking agreement rather than accept this increase, please provide written notice by [Notice Deadline Date].

We appreciate your continued residency. If you have any questions regarding this adjustment, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title]

[Property Management Company Name]