

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Accessible Parking Space Relocation

Dear [Recipient Name/Resident/Tenant],

This letter is to inform you that the designated accessible (ADA) parking space(s) currently located at [Current Location/Space Number] will be relocated.

Effective Date: [Date of Relocation]

New Location: [Detailed Description of New Location/Space Number]

This change is being made to [Reason for relocation, e.g., improve site access, construction, or compliance updates]. The new location has been selected to ensure continued ease of access to the building entrance and to meet all necessary accessibility guidelines.

Please ensure that any vehicles currently parked in the old location are moved by [Time] on [Date]. Any vehicles remaining in the old space after this time may be subject to [Towing/Relocation at owner's expense].

If you have any questions or require specific accommodations during this transition, please contact [Name/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]
[Your Title]
[Property Management/Company Name]