

Date: [Insert Date]

To: All Tenants and Occupants

Property: [Insert Property Name/Address]

Subject: NOTICE OF REVISED GUEST PARKING REGULATIONS

Dear Tenant,

Please be advised that the management of [Insert Property Name] has updated the guest parking regulations. These changes are intended to ensure fair access to parking spaces for all visitors and to maintain the safety and efficiency of our parking facilities.

Effective Date: [Insert Effective Date]

The revised regulations are as follows:

- **Designated Areas:** Guests must park only in spaces marked [Insert Marking, e.g., "Visitor" or "Guest"].
- **Time Limits:** Guest parking is limited to a maximum of [Insert Number] hours/days.
- **Registration:** All guest vehicles must be registered via [Insert Method, e.g., the online portal / the front desk / the parking app].
- **Prohibited Parking:** Guests are strictly prohibited from parking in assigned tenant stalls or fire lanes.
- **Permit Requirements:** [Insert "A physical permit must be displayed" or "No physical permit required"].

Enforcement:

Vehicles found in violation of these regulations after the effective date may be subject to [Insert Action, e.g., ticketing, booting, or towing at the vehicle owner's expense].

We recommend that you share these updated rules with your employees and scheduled visitors to avoid any inconvenience. If you have any questions regarding these changes, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]

[Your Title]

[Property Management Company Name]