

[Date]

[Tenant/Resident Name]

[Unit Number]

[Property Name]

**Subject: Notice of New Digital Guest Parking Registration System**

Dear Resident,

We are writing to inform you that effective [Start Date], [Property Name] will transition to a new digital system for guest parking management. This change is designed to simplify the registration process and ensure parking availability for all authorized guests.

**Key Changes to Parking Regulations:**

- **Digital Registration:** Physical hangtags or paper permits will no longer be used. All guests must be registered online via [Website URL/App Name] immediately upon arrival.
- **Time Limits:** Guest parking is limited to [Number] hours/days per visit.
- **Validation:** Residents must provide guests with a unique [Property Code/Account Link] to complete their registration.
- **Enforcement:** Any vehicle parked in a designated guest space without an active digital registration will be subject to [Towing/Fines] at the owner's expense.

**How to Register a Guest:**

1. Visit [Website URL] or download the [App Name] app.
2. Enter your resident credentials or the property code: [Insert Code].
3. Input the guest vehicle's make, model, and license plate number.
4. Select the duration of the stay.

Please ensure all guests are aware of these revised regulations to avoid any parking enforcement actions. If you have any questions regarding the new digital portal, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in improving our community parking experience.

Sincerely,

[Your Name/Property Management]

[Property Name]