

[Date]

[Recipient Name]

[Recipient Address]

[Unit/Apartment Number]

RE: Notice of Revised Guest Parking Regulations

Dear Resident,

This letter serves as official notice regarding changes to the guest parking regulations at [Property Name]. These revisions have been implemented to ensure fair access to parking spaces for all visitors and to improve the overall management of our parking facilities.

The following changes will take effect on **[Effective Date]**:

- **Authorized Parking Areas:** Guests must park exclusively in spaces marked [e.g., "Visitor" or "Guest"]. Parking in resident-assigned spaces is strictly prohibited.
- **Permit Requirements:** [e.g., All guests staying past 10:00 PM must display a valid temporary hanging tag or register via the online portal.]
- **Time Limitations:** Guest parking is limited to a maximum of [Number] consecutive hours/days. Extensions must be requested through the [Management/Leasing Office].
- **Registration Process:** [Provide brief instructions on how to register a vehicle, such as a website URL or office procedure].

Please ensure that your visitors are aware of these new regulations. Vehicles found in violation of these rules after the effective date may be subject to [e.g., warning stickers, fines, or towing at the vehicle owner's expense].

A full copy of the updated parking policy is available at [Location/Website]. If you have any questions regarding these changes, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in making our community a better place to live.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property Management Company Name]