

[Date]

[Resident Name(s)]

[Unit Number]

[Property Name]

Subject: Notice of Revised Guest Parking Regulations

Dear Resident,

This letter is to inform you of updates to the guest parking regulations at [Property Name], effective as of [Effective Date].

To ensure that parking remains available and fair for all residents and their visitors, the following changes have been implemented:

- **Designated Areas:** Guests must park only in spaces marked [Specific Marking/Color/Area].
- **Time Limits:** Guest parking is limited to a maximum of [Number] hours/days.
- **Permit Requirements:** [All guests must display a temporary permit / Guests staying overnight must register via the online portal at URL].
- **Resident Parking:** Residents are strictly prohibited from parking in designated guest spaces at any time.

Please ensure your visitors are aware of these new rules. Vehicles found in violation of these regulations may be subject to [warning / fines / towing at the owner's expense].

A full copy of the updated parking policy is attached to this notice.

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/Property Manager Name]

[Management Company Name]