

[Date]

[Resident Name]

[Unit Number]

[Property Name]

Subject: Notice of Accessible Parking Space Reallocation

Dear [Resident Name],

This letter is to formally notify you of a change regarding your assigned parking arrangements. To ensure compliance with the Americans with Disabilities Act (ADA) and Fair Housing Act requirements, the parking space you are currently using is being reallocated to accommodate a resident with a documented accessibility need.

Current Parking Space: [Space Number]

New Assigned Parking Space: [New Space Number]

Effective Date of Change: [Date]

Please ensure that your vehicle is moved to the new assigned space by the effective date listed above. We have updated our records to reflect this change, and any existing parking permits or decals will remain valid for your new location.

We understand that changes to parking can be inconvenient, and we appreciate your cooperation in helping us maintain an accessible and inclusive living environment for all residents.

If you have any questions or require assistance locating your new space, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Property Management Company]