

**Date:** [Insert Date]

**To:** [Tenant/Employee Name]

**Subject:** Notice of Temporary Parking Space Reallocation

Dear [Name],

Please be advised that construction activity is scheduled to begin at [Project Location/Building Name] on [Start Date]. This work is expected to continue until approximately [Estimated Completion Date].

Due to the nature of the construction, your current assigned parking space (Space #[Current Space Number]) will be temporarily unavailable starting [Effective Date].

**Your Temporary Parking Assignment:**

- **Temporary Space Number:** [New Space Number]
- **Location:** [Section/Level/Lot Name]

Please ensure your vehicle is moved to this temporary location by [Time] on [Date]. Any vehicles remaining in the construction zone after this time may be subject to towing at the owner's expense to ensure the safety of the site and workers.

We apologize for this inconvenience and appreciate your cooperation as we improve our facilities. If you have any questions, please contact [Contact Person/Department] at [Phone Number/Email].

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Property Management Name]