

Date: [Insert Date]

To: [Tenant Name]

Address/Unit: [Insert Unit Number]

Subject: URGENT: Emergency Repair and Temporary Parking Reallocation

Dear [Tenant Name],

This letter is to inform you that emergency repairs are required at your currently assigned parking space, **Space #[Insert Current Space Number]**. Due to the nature of these repairs, this space must be vacated immediately to allow maintenance crews to begin work.

Effective **[Insert Time/Date]**, you have been temporarily reallocated to the following parking space:

Temporary Parking Space: #[Insert New Space Number]

Location: [Insert Description of Location]

The repairs are expected to be completed by **[Insert Expected Completion Date]**. We will notify you as soon as the work is finished and you are able to return to your original assigned space.

Please ensure your vehicle is moved to the temporary space by **[Insert Deadline Time]**. Failure to move your vehicle may result in it being towed at the owner's expense to facilitate the emergency repairs.

We apologize for this unexpected inconvenience and appreciate your immediate cooperation.

If you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]