

[Date]

[Tenant Name]

[Unit Number]

[Property Name]

RE: Notice of Parking Space Reallocation for Lease Renewal

Dear [Tenant Name],

As part of your upcoming lease renewal starting on [Renewal Start Date], we are writing to inform you of a change regarding your assigned parking arrangements.

Effective [Effective Date], your assigned parking space will be relocated. Please see the details below:

- **Current Parking Space:** [Current Space Number/Location]
- **New Assigned Parking Space:** [New Space Number/Location]

This reallocation is necessary due to [Reason for change, e.g., property maintenance, administrative reorganization, or updated site plan].

Please ensure that your vehicle is moved to the new assigned space by [Time] on [Effective Date]. Vehicles parked in the incorrect space after this time may be subject to towing at the owner's expense.

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

Thank you for your cooperation and for continuing your residency with us.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]