

**Date:** [Insert Date]

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

**Address:** [Unit Number/Street Address]

**Vehicle Description:** [Make, Model, License Plate]

**Subject: NOTICE OF PARKING SPACE REALLOCATION**

Dear [Resident/Tenant Name],

This letter is to formally notify you that your current assigned parking space, **Space #[Current Space Number]**, is being reallocated due to your vehicle's classification as an oversized vehicle.

Upon recent inspection, it has been determined that your vehicle exceeds the standard dimensions for your current stall. To ensure the safety of neighboring vehicles and to maintain clear access for emergency services and traffic flow, you are being moved to a designated oversized vehicle parking area.

**New Parking Assignment:** Space #[New Space Number]

**Effective Date:** [Insert Date]

Please ensure that your vehicle is moved to the new assigned space by the effective date listed above. Failure to relocate the vehicle may result in [towing at the owner's expense / a fine / further enforcement actions] as per the terms of your [Lease Agreement / HOA Rules].

If you have any questions regarding this change or believe there has been an error in measurement, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our parking facilities safe and accessible for all residents.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Company Name]