

Date: [Insert Date]

To: [Resident Name]

Address: [Property Address / Unit Number]

Current Assigned Space: [Space Number]

Notice: Temporary Parking Space Reallocation for Snow Removal

Dear Resident,

In preparation for the winter season and to ensure efficient snow removal operations, we are temporarily reallocating your assigned parking space.

Effective Date: [Start Date]

End Date: [End Date or "Until Further Notice"]

Your Temporary Parking Assignment: [New Space Number/Location]

Please ensure that your vehicle is moved to this temporary location by [Time] on the effective date. This change is necessary to allow snow plows and heavy equipment to clear the primary parking lot safely and thoroughly.

Important Reminders:

- Vehicles remaining in the original assigned spaces during active snow removal may be subject to towing at the owner's expense.
- Please ensure your contact information is up to date in case we need to reach you regarding further weather-related adjustments.
- Inform any guests or visitors of these temporary parking restrictions.

We appreciate your cooperation in helping us keep our community safe and clear of snow.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Email Address]