

[Date]

[Tenant Name]

[Unit/Address]

[City, State, Zip Code]

Subject: Notice of Parking Space Reallocation

Dear [Tenant Name],

This letter serves as formal notice regarding a change to your assigned parking at [Property Name/Address].

Effective [**Effective Date**], your assigned parking space will be changed to the following:

- **Current Parking Space Number:** [Old Number]
- **New Assigned Parking Space Number:** [New Number]

This reallocation is being implemented due to [Reason for change, e.g., facility maintenance, property improvements, or administrative restructuring].

Please ensure that your vehicle is moved to the new assigned space by the effective date mentioned above. Any vehicles found in the old space after this date 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.

Sincerely,

[Name/Signature]

[Title/Property Management]