

**Date:** [Insert Date]

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

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

**Assigned Parking Space:** [Current Space Number]

**Subject: Notice of Temporary Parking Space Reallocation**

Dear [Resident Name],

This letter is to inform you that maintenance work is scheduled to take place in the area of your assigned parking space. To facilitate these repairs, you will need to temporarily vacate your current parking spot.

**Maintenance Schedule:**

Start Date: [Insert Start Date]

Estimated Completion Date: [Insert End Date]

**Temporary Parking Assignment:**

During this period, please park your vehicle in **Space Number: [Insert Temporary Space Number]**. If no specific number is assigned, please use the guest parking area located at [Insert Location].

Please ensure that your vehicle is moved by [Time] on [Start Date]. Vehicles remaining in the affected area after this time may be subject to towing at the owner's expense to allow the work to proceed.

Once the maintenance is complete, you will receive a notification to return to your original assigned space. We apologize for any inconvenience this may cause and appreciate your cooperation in maintaining our facilities.

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

Sincerely,

[Your Name/Property Management Name]

[Title]

[Company Name]