

[Date]

[Resident Name]

[Unit Number]

[Property Address]

Subject: Notice of Assigned Parking Space Reallocation due to Zoning Changes

Dear [Resident Name],

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

Due to recent local municipal zoning adjustments and [Reason for Reallocation, e.g., mandatory site modifications / property improvements], we are required to reconfigure the parking layout of the facility. As a result, your current parking assignment will be updated.

Your Current Parking Space: [Current Space Number]

Your New Assigned Parking Space: [New Space Number]

This change will take effect on [Effective Date]. We request that you begin using your new assigned space by [Time] on that date.

Please note the following:

- Any existing parking permits or hangtags [will/will not] need to be updated at the management office.
- Failure to vacate your old space by the effective date may result in towing at the owner's expense.
- The terms of your lease agreement regarding parking remain in full effect.

We apologize for any inconvenience this transition may cause. If you have any questions regarding the new parking map or the zoning requirements, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]