

[Your Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name or Department Name, e.g., HOA Board / Property Manager]
[Organization Name]
[Address]
[City, State, Zip Code]

Subject: Request for Temporary Parking Exemption for Oversized Vehicle

Dear [Recipient Name],

I am writing to formally request a temporary parking exemption for an oversized vehicle at [Property Address/Parking Location].

The vehicle details are as follows:

- **Make/Model:** [Vehicle Make and Model]
- **License Plate:** [Plate Number and State]
- **Dimensions:** [Approximate Length/Height]

The reason for this request is [Reason: e.g., moving, home repairs, or visiting guests]. I am requesting that the vehicle be permitted to park in [Specific Location, e.g., the driveway or designated guest area] for the following period:

Start Date: [Date]

End Date: [Date]

I will ensure that the vehicle does not obstruct traffic, block sidewalks, or interfere with emergency access during this time. I will also ensure the vehicle is removed promptly by the end of the requested period.

Thank you for your time and consideration of this request. Please let me know if you require any further information.

Sincerely,

[Your Signature]

[Your Printed Name]