

[Date]

[Tenant/Resident Name]

[Address/Unit Number]

[City, State, Zip Code]

Subject: Notice of Parking Fee Adjustment

Dear [Name],

This letter serves as formal notice regarding an upcoming adjustment to the monthly parking fees at [Property Name/Location].

Effective [Effective Date], the monthly rate for your parking space ([Space Number/Type]) will change from \$[Current Amount] to \$[New Amount].

This adjustment is necessary due to [brief reason such as: increased maintenance costs / market rate adjustments / facility improvements].

The new rate will be reflected in your billing statement starting [Month/Year]. If you have set up automatic payments through your bank or our online portal, please ensure you update the payment amount before the effective date.

If you wish to continue your parking agreement at the new rate, no further action is required. If you choose to cancel your parking permit, please provide written notice by [Cancellation Deadline Date] in accordance with your agreement.

We appreciate your understanding and your continued residency/tenancy.

Sincerely,

[Your Name/Property Manager]

[Management Company Name]

[Phone Number]

[Email Address]