

[Date]

[Tenant Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Annual Parking Rate Adjustment

Dear [Tenant Name],

This letter serves as formal notice regarding an upcoming adjustment to the monthly parking rates at [Parking Facility Name/Address].

Effective [Effective Date], your monthly parking rate will be adjusted as follows:

- Current Monthly Rate: \$[Amount]
- New Monthly Rate: \$[Amount]

This adjustment is necessary due to [Reason for increase, e.g., increased maintenance costs, security upgrades, or inflation].

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

We value your continued business and remain committed to providing a safe and well-maintained parking environment. If you have any questions regarding this change, please contact our management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager]

[Company Name]