

[Sender Name/Property Management Name]  
[Street Address]  
[City, State, Zip Code]  
[Date]

[Tenant Name]  
[Business Name]  
[Suite Number]  
[City, State, Zip Code]

**RE: Notice of Parking Fee Adjustment**

Dear [Tenant Name],

This letter serves as formal notification regarding an adjustment to the parking fees at [Property Name/Address].

Effective as of [Effective Date], the monthly parking rate for your leased space(s) will change as follows:

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

This adjustment is necessary due to [brief reason such as: increased maintenance costs, security upgrades, or market rate alignment].

The new rate will be reflected in your invoice starting [Month, Year]. All other terms and conditions of your existing parking agreement or lease remain in full effect.

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

Thank you for your continued tenancy.

Sincerely,

[Signature]  
[Printed Name]  
[Title]