

[Date]

[Tenant Name]
[Tenant Address]
[Unit Number]

Subject: Notice of Covered Garage Parking Fee Adjustment

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to the monthly fee for your assigned covered garage parking space, [Space Number].

Effective [Date of Increase], the monthly parking fee will be adjusted from \$[Current Amount] to \$[New Amount]. This change is due to [Reason for increase, e.g., increased maintenance costs, security upgrades, or market rate adjustments].

This new rate will be reflected in your monthly 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 accordingly before the effective date.

All other terms and conditions of your parking agreement remain in full effect. If you wish to discontinue your garage parking lease rather than pay the adjusted rate, please provide written notice by [Notice Deadline Date].

Thank you for your continued residency and cooperation.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company Name]
[Phone Number]