

[Date]

[Tenant/Employee Name]

[Address/Department]

[City, State, Zip Code]

Subject: Notice of Parking Fee Adjustment

Dear [Name],

We are writing to inform you of an upcoming adjustment to the parking fees at [Facility Name]. Effective [Date], the monthly parking rate will change from \$[Current Amount] to \$[New Amount].

This adjustment is necessary to cover the rising costs of facility maintenance, including [mention specific reasons like: security upgrades, pavement repairs, lighting improvements, or snow removal]. These updates ensure that our parking facilities remain safe and well-maintained for all users.

Next Steps:

- **Automatic Payments:** If you are enrolled in automatic billing, the amount will be updated automatically on your next statement.
- **Manual Payments:** Please ensure your payment for [Month/Year] reflects the new rate.
- **Cancellations:** If you wish to cancel your parking permit, please notify the management office by [Deadline Date].

We appreciate your understanding as we work to improve our facility's infrastructure. If you have any questions regarding this change, please contact the Facility Management Office at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Company/Facility Name]