

Date: [Date]

To: [Tenant/Resident Name]

Address: [Unit/Address Number]

Parking Space Number: [Space Number]

Subject: Notice of Reserved Parking Fee Adjustment

Dear [Tenant/Resident Name],

This letter serves as formal notice regarding an adjustment to the monthly fee for your reserved parking space. At [Company/Property Name], we strive to maintain a secure and well-maintained parking facility for all our residents.

Effective [**Effective Date**], the monthly rate for your reserved parking space will change as follows:

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

The new rate will be reflected in your billing statement starting with the [Month, Year] payment cycle. All other terms and conditions of your parking agreement remain in effect.

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

Thank you for your continued residency.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Management Company]