

Date: [Date]

Tenant Name(s): [Tenant Name]

Property Address: [Property Address]

Unit Number: [Unit Number]

Subject: Notice of Parking Fee Adjustment

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to the monthly parking fee for your residence at [Property Address].

Effective [**Date Change Takes Effect**], your monthly parking fee will be adjusted as follows:

- **Current Monthly Parking Fee:** \$[Amount]
- **New Monthly Parking Fee:** \$[Amount]

The total monthly amount due for your rent and parking combined will be \$[Total Amount], starting on your next billing cycle following the effective date mentioned above.

This adjustment is due to [Reason for increase, e.g., increased maintenance costs / market rate adjustments / improved security measures]. All other terms and conditions of your existing lease agreement remain in full force and effect.

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

Thank you for your continued residency.

Sincerely,

[Landlord/Property Manager Name]

[Management Company Name]

[Contact Information]