

[Date]

[Tenant/Member Name]

[Address]

[City, State, Zip Code]

Subject: Notice of Parking Fee Adjustment

Dear [Tenant/Member Name],

This letter serves as formal notification regarding a change in the monthly parking fees for [Parking Facility/Property Name].

Effective [Effective Date], the parking rate for your space/account will be adjusted as follows:

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

This adjustment is necessary due to [Reason for increase, e.g., rising maintenance costs, security upgrades, or market adjustments]. This change ensures that we can continue to provide a safe and well-maintained parking environment for all users.

The new rate will be reflected in your billing cycle starting [Date]. If you have set up automated payments, please ensure you update your payment settings accordingly before the effective date.

We value your continued residency/membership. If you have any questions regarding this adjustment, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Company Name]