

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

**Subject: Notice of Parking Fee Adjustment - [Lot Name/Location]**

Dear [Tenant Name],

This letter serves as formal notice regarding an adjustment to the monthly parking fees for the surface lot located at [Lot Address].

Effective [Effective Date], the monthly rate for your parking space(s) will change from \$[Current Amount] to \$[New Amount].

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

The new rate will be reflected in your next billing statement. If you have set up automatic payments through your bank or our online portal, please ensure you update the payment amount prior to the effective date.

If you have any questions regarding this change or wish to discuss your parking agreement, please contact the management office at [Phone Number] or via email at [Email Address].

Thank you for your continued cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]