

[Date]

[Tenant/Resident Name]

[Unit Number/Address]

[City, State, Zip Code]

Subject: Notice of Temporary Parking Fee Adjustment

Dear [Tenant/Resident Name],

This letter is to inform you of a temporary adjustment to the parking fees for the facility located at [Parking Location/Address].

Due to [Reason for adjustment: e.g., temporary maintenance, construction, or seasonal operational costs], the monthly parking fee will be adjusted from \$[Current Amount] to \$[New Amount].

Effective Dates:

This adjustment will take effect on [Start Date] and is expected to remain in place until [End Date/Further Notice].

Please note the following details regarding your payment:

- The adjusted rate will be reflected in your next billing statement.
- Payments should continue to be made via [Payment Method].
- Standard parking rules and regulations remain in full effect.

We appreciate your understanding as we [Reason for change: e.g., improve the facility]. If you have any questions regarding this temporary change, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company/Property Name]