

[Date]

[Recipient Name/Tenant Name]

[Building/Complex Name]

[Address]

Subject: Notice of Visitor Parking Rate Adjustment

Dear [Name/Resident/Tenant],

Please be advised that the parking rates for visitors at [Building/Complex Name] will be adjusted effective [Effective Date].

The new rates will be as follows:

- **Hourly Rate:** [New Hourly Price]
- **Daily Maximum:** [New Daily Price]
- **Grace Period:** [Number] Minutes

This adjustment is necessary to cover increased maintenance costs and to ensure that parking remains available for all guests. All other parking regulations and payment methods remain unchanged.

If you have any questions regarding these changes, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name/Property Manager]

[Company Name]