

[Date]

[Tenant/Resident Name]

[Address/Unit Number]

[City, State, Zip Code]

Subject: Notice of Motorcycle Parking Fee Adjustment

Dear [Name],

This letter serves as formal notice regarding an adjustment to the monthly parking fees for motorcycles at [Property Name/Location].

Effective as of [Effective Date], the monthly rate for motorcycle parking will change from \$[Current Amount] to \$[New Amount]. This adjustment is necessary due to [Reason for increase, e.g., increased maintenance costs / facility upgrades / market rate alignment].

The new rate will be reflected in your next billing cycle starting [Month/Year]. If you currently have an automated payment set up, please ensure you update your payment amount prior to the effective date.

If you wish to continue using your assigned parking space, no further action is required. If you choose to cancel your parking permit due to this change, please submit a written cancellation notice by [Cancellation Deadline Date].

Thank you for your understanding and for being a valued member of our community.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Phone Number]

[Email Address]