

[Date]

[Recipient Name]

[Address Line 1]

[Address Line 2]

Subject: Notice of Motorcycle Parking Permit Renewal

Dear [Permit Holder Name],

This letter is to inform you that your motorcycle parking permit, number **[Permit Number]**, is scheduled to expire on **[Expiration Date]**.

To ensure uninterrupted access to the parking facilities, please complete the renewal process before the expiration date. Failure to renew by this time may result in the loss of your assigned space or the issuance of a parking citation.

Renewal Details:

- **Renewal Fee:** \$[Amount]
- **Deadline:** [Date]
- **Vehicle on Record:** [Make/Model of Motorcycle]

How to Renew:

You can renew your permit by [Instruction: e.g., visiting the online portal at URL / visiting the management office / mailing a check]. Please ensure your vehicle registration and insurance information are up to date in our records.

If you no longer require a parking permit or if you have any questions, please contact the parking office at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Sender Name]

[Title/Department]

[Organization Name]