

Date: [Date]

To: All Residents / Tenants

Property: [Property Name/Address]

Subject: Requirement for Motorcycle Parking Registration

Dear Resident,

This letter is to inform you that all motorcycles parked on the premises must now be officially registered with the management office. This policy is being implemented to ensure the safety of all vehicles and to manage available parking space effectively.

Please provide the following information to the management office by **[Deadline Date]**:

- Make and Model of the motorcycle
- Color
- License Plate Number
- Tenant Name and Apartment/Unit Number
- Contact Phone Number

Upon registration, you will be issued a [Parking Permit/Sticker] which must be clearly displayed on the vehicle at all times. Any motorcycle found parked on the property without a valid registration after the deadline may be subject to [Towing/Fines/Warning].

Please note that motorcycles must only be parked in designated [Motorcycle Parking Areas/Assigned Spaces]. Parking on sidewalks, in fire lanes, or in striped "no parking" zones is strictly prohibited.

If you have any questions or need to submit your details electronically, please contact us at [Email Address] or [Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]
[Management Company Name]