

[Current Date]

[Resident Name]

[Resident Address]

[Unit Number]

Subject: Approval for Accessible Parking Space Modification

Dear [Resident Name],

We are writing to formally notify you that your request for an accessible parking space modification at [Property Name/Address] has been approved.

The approved modifications include: [List specific modifications, e.g., installation of signage, painting of access aisles, or relocation of space].

Project Details:

- **Estimated Start Date:** [Date]
- **Estimated Completion Date:** [Date]
- **Assigned Parking Space Number:** [Number]

Please note that the parking space is reserved exclusively for vehicles displaying a valid government-issued disabled parking permit. All work will be performed in accordance with [Local Building Code/ADA Standards].

If you have any questions regarding the schedule or the modifications, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]

[Title]

[Property Management/Building Association Name]