

[Date]

[Tenant/Resident Name]

[Address/Unit Number]

[City, State, Zip Code]

**RE: Notice of Modification to Parking Rules and Regulations**

Dear [Resident Name],

This letter serves as formal notice that the parking rules and regulations for [Property Name/Address] have been modified. These changes are intended to ensure fair access, safety, and organization for all residents and visitors.

**Effective Date:** [Date changes go into effect]

**Summary of Modifications:**

- [Description of change 1, e.g., New permit requirements]
- [Description of change 2, e.g., Updated guest parking hours]
- [Description of change 3, e.g., Designated towing zones]

Please review the attached copy of the updated Parking Policy in its entirety. It is the responsibility of all residents to ensure that their vehicles, and those of their guests, comply with these new regulations to avoid warnings, fines, or towing at the owner's expense.

If you require a new parking permit or have questions regarding these updates, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Landlord Name]