

(Company Letterhead)

NOTIFICATION LETTER

(DATE)

Dear Property owner/ Tenant

This letter is to notify you that (COMPANY NAME) has obtained an Additional Street Space Permit (Permit number) from San Francisco Public Works to occupy the parking lane on (STREET NAME) in front of your property at (EFFECTED ADDRESS) with construction vehicles and equipment to support the construction work at (Project Address). We will be occupying the parking from (DATE) to (DATE) on (DAYS OF THE WEEK) between the hours of (HOUR) and (HOUR).

Please contact me at (PHONE NUMBER) or (EMAIL) if you should have any questions.

Sincerely,

(SIGNATURE OF SENDER)

(PRINTED NAME)
(COMPANY NAME)
(COMPANY ADDRESS)