

Date: [Date]

To: [Tenant Name]

Address: [Property Address and Unit Number]

RE: NOTICE OF PARKING VIOLATION

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of the parking rules and regulations set forth in your lease agreement dated [Lease Start Date].

The following violation was observed on [Date of Observation] at [Time]:

Vehicle Information:

Make/Model: [Vehicle Make/Model]

Color: [Vehicle Color]

License Plate: [Plate Number]

Violation Description:

[Select one or describe: Parking in a reserved space / Parking in a fire lane or no-parking zone / Expired registration / Inoperable vehicle / Parking on the grass / Blocking access]

According to Section [Section Number] of your Lease Agreement, [Quote or summarize the specific rule].

Required Action:

Please correct this violation immediately by [Specific Action, e.g., moving the vehicle to a designated spot]. Failure to comply by [Deadline Date/Time] may result in further action, including towing at the vehicle owner's expense, fines, or further legal action regarding your tenancy.

If you believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address] immediately.

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]