

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: FIRST NOTICE - UNPAID PARKING FEE

Dear [Recipient Name],

This letter serves as a formal notice that our records indicate an outstanding balance for a parking fee associated with the following vehicle:

- **License Plate Number:** [Plate Number]
- **Vehicle Make/Model:** [Vehicle Description]
- **Date of Incident:** [Date]
- **Location:** [Location/Lot Name]
- **Reference/Ticket Number:** [Reference Number]

The current amount due is **\$(Amount)**. This payment was originally due on [Original Due Date] and is now considered past due.

Please remit payment in full by [New Deadline Date] to avoid additional late fees or further enforcement action, which may include towing or referral to a collection agency.

Payment Options:

- Online: [Insert Website URL]
- By Mail: Send a check or money order to [Insert Address]
- In Person: [Insert Physical Address]

If you have already made this payment, please disregard this notice. If you believe this notice was sent in error, please contact our office at [Phone Number] or [Email Address] immediately to dispute the charge.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Company/Organization Name]