

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address/Unit Number]

Vehicle Info: [Make/Model/License Plate]

Subject: Notice of Intent to Revoke Parking Privileges

Dear [Recipient Name],

This letter serves as formal notice of our intent to revoke your parking privileges at [Property Name/Location], effective [Effective Date].

This decision has been made due to the following violation(s):

- [List violation, e.g., Non-payment of parking fees]
- [List violation, e.g., Parking in unauthorized zones]
- [List violation, e.g., Repeated expiration of vehicle registration]

According to our records, you have previously been notified of these issues on [Dates of previous warnings]. As these violations have not been corrected, your permit and right to park on these premises will be terminated.

To avoid the revocation of your privileges, you must [Action required to remedy, e.g., pay outstanding balance / remove unauthorized vehicle] no later than [Deadline Date].

Failure to comply will result in your vehicle being subject to towing at your own expense without further notice. Please return your parking permit/hangtag to the management office by [Date].

If you believe this notice has been issued in error, please contact [Contact Name/Department] at [Phone Number/Email] immediately.

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization/Property Management Name]