

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

SUBJECT: SECOND WARNING - OVERDUE PARKING PAYMENT

Dear [Recipient Name],

This is a formal notice regarding the outstanding parking balance for your vehicle with license plate number [License Plate Number].

Our records indicate that we have not yet received payment for Parking Notice #[Notice Number], issued on [Date of Original Issue]. A first warning was sent to you on [Date of First Warning], but the balance remains unpaid.

Outstanding Balance: \$[Amount Due]

Please be advised that this is your second notification. Failure to settle this payment within [Number] days of the date of this letter may result in the following actions:

- Additional late fees and administrative charges.
- Referral of this account to a debt collection agency.
- Revocation of parking privileges on these premises.
- Towing or booting of your vehicle at your expense.

Payment can be made via [Payment Methods, e.g., online portal, check, or office location].

If you have already made this payment, please disregard this letter. If you believe this notice has been sent in error, please contact our office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Department Name]
[Your Title]