

## URGENT NOTICE: OUTSTANDING PARKING FEES

Date: [Insert Current Date]

To: [Recipient Name/Vehicle Owner]

Address: [Recipient Address]

Vehicle Plate Number: [Insert License Plate Number]

Notice Number: [Insert Reference Number]

Dear [Recipient Name],

This is an urgent notice to inform you that the parking fees associated with the vehicle mentioned above remain unpaid. Despite previous notifications, our records indicate an outstanding balance of \$[Insert Amount].

### Violation Details:

- Date of Violation: [Insert Date]
- Location: [Insert Parking Lot Name/Address]
- Time: [Insert Time]

Failure to settle this balance by [Insert Due Date] may result in further action, which may include:

- Additional late payment penalties.
- Referral of this account to a debt collection agency.
- Vehicle immobilization (booting) or towing if found on the premises.
- Legal action to recover the debt.

Please make your payment immediately via [Insert Payment Method - e.g., online portal, phone number, or mailing address].

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

Sincerely,

[Your Name/Department]

[Company/Organization Name]

[Contact Information]