

Date: [Insert Date]

To: [Owner/Tenant Name or Vehicle Owner]

Address/Unit: [Insert Address or Unit Number]

RE: FIRST WARNING - UNAUTHORIZED VEHICLE PARKING

Dear [Name],

This letter serves as a formal warning regarding the unauthorized parking of your vehicle at [Name of Property/Location].

On [Date] at [Time], the following vehicle was observed parked in violation of the property parking regulations:

- **Make/Model:** [Insert Vehicle Make and Model]
- **Color:** [Insert Vehicle Color]
- **License Plate:** [Insert License Plate Number]
- **Violation Location:** [Insert Specific Spot or Area]

Reason for Warning:

[Insert Reason, e.g., Parking in a reserved space, parking without a permit, blocking an entrance, or parking in a fire lane].

Please ensure that your vehicle is moved immediately to a designated parking area. Failure to comply with the parking rules and regulations of this property may result in further action, including fines or the towing of your vehicle at your own expense.

If you believe this warning has been issued in error, or if you have questions regarding parking policies, please contact the management office at [Phone Number] or [Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Homeowners Association]