

**Date:** [Date]

**To:** [Tenant Name]

**Address:** [Property Address / Unit Number]

**RE: NOTICE OF LEASE VIOLATION - UNAUTHORIZED PARKING**

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your lease agreement regarding parking regulations at [Property Name/Address].

**Violation Details:**

- **Vehicle Description:** [Make, Model, Color, and License Plate Number]
- **Date(s) Observed:** [Date of Violation]
- **Nature of Violation:** [e.g., Parking in a reserved spot, parking in a fire lane, parking an unregistered vehicle, parking on the grass, etc.]

Per your Lease Agreement, Section [Section Number], specifically [Quote specific rule if possible], all residents must adhere to the designated parking policies. [Describe the specific rule being broken].

**Required Action:**

You are required to move the vehicle or correct this violation immediately. Failure to comply with this notice may result in the vehicle being towed at your expense, fines being assessed to your account, or further legal action including potential termination of your tenancy.

If you believe this notice has been sent in error, or if you have any questions, please contact the management office at [Phone Number] or [Email Address] during regular business hours.

Thank you for your prompt cooperation in this matter.

Sincerely,

[Your Name/Property Manager Name]

[Company Name/Landlord Name]