

NOTICE OF PARKING VIOLATION AND FINE

Date: [Insert Date]

To the Owner/Operator of:

- Vehicle Make: [Insert Make]
- Vehicle Model: [Insert Model]
- License Plate: [Insert Plate Number]
- Color: [Insert Color]

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

Date and Time of Violation: [Insert Date and Time]

Dear Vehicle Owner/Operator,

This letter serves as official notification that your vehicle was found parked in an unauthorized area or in violation of the posted parking regulations at the location mentioned above. Specifically, the violation is: [Insert Reason, e.g., Parking in a fire lane, No valid permit, Parking in a reserved space].

As a result of this violation, a fine has been issued in the amount of: **[\$[Insert Amount]]**.

Payment Instructions:

Please submit payment within [Number] days of the date of this letter. Payment can be made via [Insert Payment Method, e.g., Online Portal Link, Mailing Address, or Office Location].

Appeal Process:

If you believe this fine has been issued in error, you may file an appeal by [Insert Deadline Date]. Please contact [Insert Department/Email] to request an appeal form.

Failure to pay this fine within the specified timeframe may result in further action, including vehicle towing, immobilization (booting), or additional late fees.

Sincerely,

[Your Name/Department]
[Company/Property Name]
[Phone Number]
[Email Address]