

Date: [Insert Date]

To: [Owner/Tenant Name]

Address: [Insert Address]

Permit Number: [Insert Permit Number]

**Subject: Notice of Parking Permit Revocation**

Dear [Owner/Tenant Name],

This letter serves as formal notification that your parking permit for [Property Name/Location] has been revoked, effective immediately.

This action has been taken due to a violation of our parking policies. Specifically, the following unauthorized vehicle was found using the designated parking space/permit:

- Make/Model: [Insert Vehicle Info]
- License Plate: [Insert Plate Number]
- Date of Violation: [Insert Date]

According to our records and the signed parking agreement, permits are non-transferable and are strictly assigned to authorized vehicles only. The use of this permit by an unauthorized vehicle constitutes a breach of the parking terms and conditions.

As a result of this revocation:

- Your current parking permit is no longer valid.
- The vehicle must be removed from the premises by [Insert Time/Date].
- Any vehicle found parked in the assigned space without a valid permit will be subject to towing at the owner's expense.

Please return the physical permit tag to the [Management Office/Security Desk] by [Insert Date]. Failure to return the permit may result in additional fees.

If you believe this revocation was issued in error, you may submit a written appeal to [Insert Department/Email] within [Number] days of receiving this notice.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property Management/Company Name]