

NOTICE OF PARKING VIOLATION

Date: [Insert Date]

To the Owner/Occupant of: [Insert Address/Unit Number]

Vehicle Description: [Insert Make, Model, Color]

License Plate Number: [Insert License Plate Number]

Dear Resident/Guest,

This letter serves as a formal notice regarding unauthorized overnight parking on this property. It has been observed that the vehicle described above was parked in [Insert Location/Space Number] during prohibited hours on [Insert Date of Violation].

According to the property management rules and your lease agreement, overnight parking is only permitted for vehicles that have:

- A valid resident parking permit.
- Prior written authorization from management.
- Parking in designated guest spaces (if applicable).

Please be advised: This is your first and final warning. Any future instances of unauthorized overnight parking will result in the vehicle being towed at the owner's expense without further notice.

If you believe this notice was issued in error, or if you need to register a vehicle, please contact the Management Office immediately at [Insert Phone Number].

Thank you for your cooperation in keeping our parking facilities organized and safe.

Sincerely,

Property Management
[Insert Property Name]
[Insert Contact Information]