

Date: [Insert Date]

Resident Name: [Insert Resident Name]

Address/Unit Number: [Insert Unit Number]

RE: NOTICE OF PARKING VIOLATION - UNAUTHORIZED GUEST PARKING

Dear Resident,

This letter serves as a formal warning regarding a parking violation involving a vehicle associated with your unit. On [Date of Violation], at approximately [Time], a vehicle belonging to your guest was identified as being parked in an unauthorized area.

Vehicle Details:

Make/Model: [Insert Make/Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

Location of Violation: [Insert Location, e.g., Assigned Space #, Fire Lane, No Parking Zone]

According to the terms of your Lease Agreement and the community Rules and Regulations, guests are required to park only in designated guest parking areas. [Optional: State specific rule, e.g., Guests must display a valid visitor pass].

Please ensure that all your visitors are informed of the parking policies to avoid further action. Please be advised that future violations may result in the vehicle being towed at the owner's expense, fines, or further administrative action regarding your tenancy.

If you believe this warning was issued in error, or if you have questions regarding designated parking areas, please contact the management office at [Insert Phone Number] during business hours.

Thank you for your immediate cooperation in keeping our community organized and safe.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Management Company]