

Date: [Insert Date]

To: [Owner/Driver Name or "Vehicle Owner"]

Vehicle Make/Model: [Insert Details]

License Plate Number: [Insert Number]

Subject: WARNING LETTER - UNAUTHORIZED PARKING

Dear [Name/Resident],

This letter serves as a formal warning regarding your vehicle being parked in a reserved parking space at [Insert Property Name/Address].

On [Date] at [Time], your vehicle was identified as parked in space number [Insert Space Number], which is strictly reserved for [Company Name / Specific Tenant / Unit Number]. Our records indicate that you do not have authorization to use this specific space.

Please be advised of the following:

- Parking in reserved spaces is a violation of the [Building/Homeowners Association] rules.
- Unauthorized vehicles interfere with the access rights of assigned residents or staff.
- Future violations may result in your vehicle being towed at your own expense without further notice.

We request that you relocate your vehicle immediately to an unreserved or visitor parking area. If you believe this warning has been issued in error, please contact the management office at [Insert Phone Number].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Property Management/Company Name]