

Date: [Insert Date]

To: [Owner Name/Tenant Name]

Vehicle Make/Model: [Insert Vehicle Info]

License Plate: [Insert Plate Number]

Parking Space Number: [Insert Space Number, if applicable]

Subject: NOTICE OF VEHICLE MAINTENANCE VIOLATION

Dear [Name],

This letter serves as an official warning regarding the condition of the vehicle listed above, which is currently parked in the [Company/Apartment Name] parking lot.

During a recent inspection, the following violation(s) were observed:

- Fluid leaks (oil, coolant, etc.) causing damage to the pavement.
- Flat or missing tires.
- Broken windows or significant body damage.
- Expired registration/tags.
- Vehicle appears to be abandoned or inoperable.
- Unauthorized mechanical repairs being performed on-site.

According to our parking policy, all vehicles must be kept in good working order and a clean aesthetic condition. Leaking fluids and inoperable vehicles pose safety risks and environmental hazards.

Required Action:

Please repair, clean, or remove the vehicle by [Insert Deadline Date].

Failure to comply with this notice may result in further action, including fines or the vehicle being towed at the owner's expense without further notice.

If you believe this warning was issued in error or if the vehicle has already been serviced, please contact the management office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Title]

[Property Management/Company Name]