

Date: [Insert Date]

Resident Name(s): [Insert Resident Name]

Address/Unit Number: [Insert Unit Number]

RE: NOTICE OF VIOLATION - PROHIBITED VEHICLE MAINTENANCE

Dear [Resident Name],

This letter serves as a formal warning regarding vehicle maintenance activities observed at [Insert Location, e.g., your parking space/the common driveway] on [Insert Date of Observation].

It has been noted that the following activity occurred: [Describe activity, e.g., changing oil, engine repair, vehicle on jacks].

Per your residential agreement and the community rules and regulations, major vehicle maintenance and repairs are strictly prohibited on the premises. These rules are in place to ensure the safety of all residents, prevent environmental hazards such as fluid leaks, and maintain the aesthetic standards of the property.

Required Action:

Please cease all prohibited maintenance activities immediately. Any vehicle currently undergoing repairs must be made operable or moved off-site within [Insert Number, e.g., 24] hours of this notice.

Failure to comply with this warning or future violations may result in further action, including but not limited to fines, the towing of the vehicle at the owner's expense, or further legal action as outlined in your lease agreement.

If you have any questions regarding this notice, please contact the management office at [Insert Phone Number].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Property Name]