

Date: [Date]

To: All Residents and Tenants of [Property Name]

Subject: NOTICE OF REVISED GUEST PARKING REGULATIONS AND TOWING POLICY

Dear Resident,

This letter serves as a formal notification regarding the update to our parking enforcement policy and guest parking regulations, effective as of [Effective Date].

To ensure adequate parking availability for all residents and to maintain safety standards, the following rules will be strictly enforced:

- **Guest Registration:** All guest vehicles must be registered via [Registration Method/App/Website] immediately upon arrival.
- **Time Limits:** Guest parking is limited to [Number] hours/days. Unauthorized long-term parking is prohibited.
- **Designated Areas:** Guests must park only in spaces marked [Guest/Visitor]. Parking in resident-assigned spaces is prohibited.
- **Permit Display:** [If applicable, mention physical permit or hangtag requirements].

Towing Warning:

Please be advised that any vehicle found in violation of the above regulations after [Effective Date] will be subject to immediate towing at the vehicle owner's sole expense. This includes vehicles that are unregistered, expired, or parked in restricted zones.

If a vehicle is towed, please contact [Towing Company Name] at [Towing Company Phone Number].

We appreciate your cooperation in keeping our community organized and accessible. If you have any questions regarding these changes, please contact the management office at [Phone Number/Email].

Sincerely,

[Your Name/Property Manager Name]
[Property Management Company]