

[Date]

[Property Name/Company Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF UNAUTHORIZED PARKING

To the Owner/Driver of the vehicle described below:

Vehicle Make/Model: [Vehicle Description]

License Plate Number: [Plate Number]

State: [State]

Location: [Specific Lot or Space Number]

This letter serves as a formal notice that the vehicle described above is currently parked on private property without authorization. Our records indicate that this vehicle does not display a valid permit and is not associated with any authorized tenant, customer, or visitor of [Property Name].

Unauthorized parking is strictly prohibited. Please be advised of the following:

- The vehicle must be removed immediately.
- Failure to remove the vehicle by [Time] on [Date] may result in the vehicle being towed at the owner's expense.
- Future violations may result in immediate towing without further notice.

If you believe this notice has been issued in error, or if you need to register your vehicle, please contact the Management Office immediately at [Phone Number].

Thank you for your cooperation.

Sincerely,

[Name/Signature]

[Title/Position]

[Property Management Company]