

**DATE:** [Insert Date]

**TO:** Owner/Driver of Vehicle [Insert License Plate Number]

**LOCATION:** [Insert Property Name/Address]

# **NOTICE: PARKING VIOLATION - FIRE LANE**

Dear Vehicle Owner,

This letter serves as a formal warning regarding your vehicle, a [Insert Vehicle Make/Model], which was found parked in a designated **Fire Lane** at [Insert Specific Location] on [Insert Date] at [Insert Time].

Parking in a fire lane is a violation of local fire codes and property regulations. Fire lanes must remain clear at all times to ensure that emergency vehicles (Fire, Police, and EMS) have immediate access to the building in the event of an emergency. Blocking these zones endangers the safety of all occupants.

**Please be advised of the following:**

- This is your first and final warning.
- Future violations will result in your vehicle being towed at your own expense.
- You may be subject to fines issued by local law enforcement.

We request your immediate cooperation in parking only in designated visitor or resident parking spaces. If you have questions regarding authorized parking areas, please contact the management office.

Thank you for your cooperation in keeping our community safe.

Sincerely,

[Your Name/Property Management]

[Contact Phone Number]

[Office Address]