

Date: [Insert Date]

To: [Owner/Driver Name, if known]

Vehicle Make/Model: [Insert Vehicle Details]

License Plate Number: [Insert Plate Number]

NOTICE: FIRST WARNING - UNAUTHORIZED PARKING

Dear [Name or Resident],

This letter serves as a formal warning regarding your vehicle parked at [Insert Location/Address]. Our records indicate that this vehicle was parked in violation of our parking regulations on [Insert Date] at [Insert Time].

Reason for Warning:

- [e.g., Parking in a reserved space]
- [e.g., Parking without a valid permit]
- [e.g., Blocking an entrance or fire lane]

Please be advised that this area is private property and/or subject to specific parking rules. We request that you move your vehicle immediately and ensure it is parked in a designated and authorized area in the future.

Failure to comply with this warning may result in further action, including:

- Issuance of a formal fine.
- Installation of a vehicle wheel clamp (booting).
- Towing of the vehicle at the owner's expense.

If you believe this warning was issued in error or if you have any questions, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Company/Property Name]