

[Date]

[Vehicle Owner Name, if known]

[Vehicle Owner Address]

[City, State, Zip Code]

**RE: NOTICE OF UNAUTHORIZED PARKING - HANDICAP ACCESSIBLE SPACE**

Dear Vehicle Owner/Operator,

This letter serves as a formal notice regarding your vehicle, a [Vehicle Make/Model] with license plate number [License Plate Number].

On [Date] at approximately [Time], your vehicle was observed parked in a designated handicap accessible parking space at [Location/Address]. This space is strictly reserved for vehicles displaying a valid state-issued disabled person's placard or license plate.

According to our records and observation, your vehicle did not display the required permit. This action is a violation of [Property Rules/Local Ordinance/State Law].

Designated handicap spaces are essential for providing accessibility and safety for individuals with disabilities. Unauthorized use of these spaces creates a significant hardship for those who truly need them.

**Please be advised of the following:**

- Future violations may result in your vehicle being towed at your expense.
- This incident has been documented by [Management/Security/Property Owner].
- You may be subject to fines issued by local law enforcement.

We request your immediate cooperation in respecting these parking designations. Please ensure that you only park in spaces designated for general use unless you have the appropriate legal permit.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property Name/Organization]