

[Date]

[Vehicle Owner Name]

[Address]

[City, State, Zip Code]

RE: FINAL NOTICE - REPEATED UNAUTHORIZED PARKING

Vehicle Description:

Make/Model: [Vehicle Make/Model]

Color: [Vehicle Color]

License Plate: [Plate Number]

Dear [Vehicle Owner Name/Resident],

This letter serves as a formal and final warning regarding your repeated unauthorized parking at [Property Name/Address].

Despite previous warnings issued on [Date of Warning 1] and [Date of Warning 2], our records indicate that your vehicle was again found parked in [Description of Violation Area, e.g., Fire Lane, Reserved Spot #4, Private Driveway] on [Date of Most Recent Incident].

Please be advised that this area is private property and is strictly reserved for [Authorized Users/Residents/Staff]. Your continued disregard for the parking regulations of this property will no longer be tolerated.

Effective immediately, if this vehicle is found parked on the premises without authorization again, it will be towed at your expense without further notice.

To avoid towing fees and the inconvenience of retrieving your vehicle, please ensure it is parked in designated public areas or your assigned space only.

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Phone Number]