

**Date:** [Date]

**Resident Name:** [Resident Name]

**Address/Unit:** [Unit Number]

**Property Name:** [Property Name]

**Subject: NOTICE OF PARKING POLICY VIOLATION**

Dear [Resident Name],

This letter serves as a formal notice regarding a violation of the parking policies established in your lease agreement. Our records and recent inspections indicate the following infraction:

**Vehicle Information:**

- **Make/Model:** [Vehicle Make/Model]
- **Color:** [Vehicle Color]
- **License Plate:** [License Plate Number]

**Violation Details:**

- **Date of Violation:** [Date]
- **Nature of Violation:** [e.g., Parking in a fire lane, No valid permit, Parking in a reserved spot, Expired registration, Inoperable vehicle]

**Required Action:**

Please correct this issue immediately by [Action to be taken, e.g., moving the vehicle to a guest spot / renewing registration / obtaining a permit].

Failure to comply with property parking regulations may result in further action, including fines, the vehicle being towed at the owner's expense, or further lease enforcement actions.

If you believe this notice has been sent in error, or if you have already resolved this matter, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community safe and organized.

Sincerely,

[Your Name/Property Manager]

[Property Management Name]