

Date: [Insert Date]

To: [Tenant/Owner Name]

Address: [Insert Property Address]

Vehicle Make/Model: [Insert Vehicle Details]

License Plate: [Insert Plate Number]

SUBJECT: SECOND WARNING - UNAUTHORIZED PARKING VIOLATION

Dear [Insert Name],

This letter serves as a second formal warning regarding the unauthorized parking of your vehicle at [Insert Location/Property Name].

Our records indicate that on [Insert Date of First Warning], you were issued a formal notice regarding a parking violation. Despite this, your vehicle was found in violation again on [Insert Current Date] for the following reason:

- Parking in a restricted/reserved space.
- Parking without a valid permit.
- Blocking an entrance, exit, or fire lane.
- Parking in a non-designated area.

Please be advised that this is your final warning. Continued failure to comply with the parking regulations of this property will result in further action, which may include:

- The vehicle being towed at the owner's expense.
- The application of a wheel clamp (boot).
- Fines or legal action as per the terms of your agreement.

We request that you move your vehicle immediately and ensure it is parked in accordance with the property rules moving forward. If you believe this notice has been issued in error, please contact the management office at [Insert Phone Number] immediately.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Contact Information]