

**Date:** [Insert Date]

**To:** Owner/Occupant of Vehicle [Insert Vehicle Make/Model]

**License Plate:** [Insert License Plate Number]

**Location:** [Insert Parking Lot Name/Address]

**SUBJECT: FORMAL WARNING - UNAUTHORIZED VISITOR PARKING**

Dear Vehicle Owner/Driver,

This letter serves as a formal warning regarding your vehicle parked at [Insert Location/Space Number].

It has been observed that your vehicle is currently parked in violation of our parking regulations for the following reason(s):

- Parking in a designated resident-only space.
- Parking without a valid visitor permit.
- Exceeding the maximum allowed visitor parking time limit.
- Parking in a restricted or "No Parking" zone.

Please be advised that this area is private property. To avoid further action, please relocate your vehicle immediately to an authorized parking area.

**Future violations may result in:**

- The vehicle being issued a financial citation.
- The vehicle being immobilized (booted).
- The vehicle being towed at the owner's expense.

If you believe this warning has been issued in error, or if you need to request a temporary parking permit, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Management Name]  
[Property Address/Contact Information]