

DATE: [Insert Date]

TO: [Tenant Name / Business Name]

SUITE: [Insert Suite Number]

PROPERTY: [Insert Property Name]

RE: NOTICE OF FIRE LANE PARKING VIOLATION

Dear Tenant,

This letter serves as a formal notice regarding the parking regulations at [Property Name]. It has been observed that vehicles associated with your business, employees, or visitors have been parked in designated Fire Lanes.

Please be advised that Fire Lanes must remain clear at all times to ensure emergency vehicle access and the safety of all occupants. Parking in these zones is a violation of both your lease agreement and local municipal fire codes.

Effective immediately, please ensure that:

- No vehicles are left idling or parked in marked Fire Lanes.
- All staff and delivery drivers are informed of designated loading and parking areas.
- Customers are directed to appropriate parking spaces.

Failure to comply with this notice may result in vehicles being towed at the owner's expense, municipal fines, or further actions as outlined in your lease agreement.

Thank you for your immediate cooperation in keeping our property safe.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]