

**Date:** [Insert Date]

**To:** [Property Owner/Tenant Name]

**Address:** [Insert Address]

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

**Subject: Notice of Fire Lane Violation and Fine Assessment**

Dear [Insert Name],

This letter serves as formal notification that a vehicle registered to you or parked at your premises was found in violation of fire safety regulations on [Insert Date] at [Insert Time].

**Violation Details:**

- **Location:** [Insert Specific Location/Address]
- **Violation Type:** Parking or obstructing a designated Fire Lane.
- **Fine Amount:** \$[Insert Amount]

Designated fire lanes must remain clear at all times to ensure emergency vehicle access. Obstruction of these areas poses a significant safety risk to all occupants and neighbors.

**Payment Instructions:**

Please remit payment of the fine amount listed above by [Insert Due Date]. Payments can be made via [Insert Payment Method - e.g., online portal, check, or office location].

**Appeals:**

If you wish to contest this fine, you must submit a written appeal to [Insert Department/Name] within [Insert Number] days of the date of this letter.

Failure to pay this fine or file an appeal may result in further penalties, including vehicle towing or legal action.

Sincerely,

[Your Name/Signature]

[Your Title/Organization]

[Contact Phone Number]