

DATE: [Date]

TO: [Vehicle Owner Name / Occupant Name]

ADDRESS: [Unit Number or Address]

RE: IMMEDIATE RELOCATION REQUEST - FIRE LANE VIOLATION

Dear [Name],

This letter serves as a formal notice that your vehicle, described below, is currently parked in a designated Fire Lane in violation of local fire codes and property regulations.

VEHICLE DETAILS:

Make/Model: [Vehicle Make/Model]

Color: [Color]

License Plate: [Plate Number]

Location: [Specific Area of Violation]

Parking in a Fire Lane poses a significant safety risk as it obstructs emergency access for fire trucks, ambulances, and police vehicles. Under local ordinances and your lease/occupancy agreement, parking in these zones is strictly prohibited at all times.

ACTION REQUIRED:

You are required to relocate your vehicle to an authorized parking space **immediately**. Failure to move the vehicle within [Number] minutes/hours of this notice will result in the vehicle being towed at your expense without further warning.

Please ensure that all future parking complies with posted signage to avoid fines or permanent loss of parking privileges.

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

Sincerely,

[Your Name/Title]

[Property Management/Homeowners Association Name]

[Contact Phone Number]