

NOTICE OF PARKING VIOLATION

Date: [Insert Date]

To the Resident/Guest of Unit: [Insert Unit Number]

Vehicle Make/Model: [Insert Vehicle Info]

License Plate: [Insert Plate Number]

Dear Resident/Guest,

This letter serves as a formal notice that the vehicle described above was found parked in a designated **Fire Lane** on the premises of [Insert Property Name] on [Insert Date] at [Insert Time].

Parking in a Fire Lane is a serious safety violation. These areas must remain clear at all times to ensure that emergency vehicles (Fire, Police, and EMS) have immediate access to the building in the event of an emergency.

Action Taken:

- ☐ Warning: Please move the vehicle immediately to a designated parking space.
- ☐ Fine Issued: A fine of \$[Amount] has been assessed to your account.
- ☐ Towing Notice: Future violations will result in the vehicle being towed at the owner's expense.

Please adhere to all posted signage and community parking regulations to avoid further enforcement action. If you have any questions regarding this notice, please contact the Management Office at [Insert Phone Number].

Sincerely,

Property Management
[Insert Property Name]