

DATE: [Insert Date]

TO: [Vehicle Owner Name/Resident Name]

ADDRESS: [Insert Address/Unit Number]

VEHICLE INFO: [Make, Model, Color, License Plate Number]

SUBJECT: SECOND NOTICE - FIRE LANE PARKING VIOLATION

Dear [Name],

This is a formal second notice regarding a parking violation involving the vehicle described above. On [Date] at [Time], your vehicle was observed parked in a designated Fire Lane at [Location/Address].

As previously stated in our initial warning dated [Date of First Notice], parking in a Fire Lane is a serious safety violation. These zones must remain clear at all times to ensure emergency vehicles have immediate access to the property in the event of an emergency.

Required Action:

Please ensure your vehicle is moved immediately and is never parked in a Fire Lane again. Designated parking areas are available at [Insert Alternative Parking Instructions].

Consequences:

Be advised that this is your final warning. Continued failure to comply with parking regulations will result in further action, which may include:

- Fines of \$[Amount] per occurrence.
- Immediate towing of the vehicle at the owner's expense.
- Reporting the violation to local fire or law enforcement authorities.

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

Sincerely,

[Your Name/Property Manager Name]

[Management Company/Association Name]

[Phone Number]