

Date: [Date]

To: [Vendor Name/Company Name]

Attn: [Contact Person or Dispatch Manager]

Address: [Vendor Address]

Subject: NOTICE OF FIRE LANE PARKING VIOLATION

Dear [Vendor Name],

This letter serves as a formal notice regarding a parking violation involving one of your company vehicles at **[Property Name/Address]**.

On **[Date]** at approximately **[Time]**, the following vehicle was observed parked in a designated Fire Lane:

- **Vehicle Make/Model:** [Vehicle Description]
- **License Plate Number:** [Plate Number]
- **Driver Name (if known):** [Driver Name]

Parking in a Fire Lane is a serious safety violation and is prohibited by local fire codes and our property policy. These zones must remain clear at all times to ensure emergency vehicle access. Blocking these areas poses a significant risk to the safety of our residents, staff, and visitors.

Action Required:

Please instruct your drivers that parking in Fire Lanes is strictly prohibited, regardless of the duration of the delivery or service. Future violations may result in the following actions:

- The vehicle being towed at the owner's expense.
- Fines or citations issued by local authorities.
- Termination of your vendor contract with our property.

We value our partnership with [Vendor Name] and appreciate your immediate cooperation in ensuring your staff adheres to these safety regulations.

Sincerely,

[Your Name]

[Your Title]

[Property/Management Company Name]

[Phone Number]