

Date: [Insert Date]

To: [Owner/Tenant Name or Vehicle Owner]

Address: [Insert Address]

Vehicle Make/Model: [Insert Vehicle Info]

License Plate: [Insert Plate Number]

Subject: FIRST WARNING - Handicap Parking Space Violation

Dear [Name/Resident],

This letter serves as a formal warning regarding a parking violation involving your vehicle. On [Date] at [Time], your vehicle was observed parked in a designated handicap parking space at [Location/Address] without a valid permit or placard displayed.

Handicap parking spaces are strictly reserved for individuals with disabilities who possess a government-issued permit. Unauthorized use of these spaces is a violation of [Property Rules/Local Ordinances].

Action Required:

- Please ensure that your vehicle is only parked in standard designated parking areas.
- Do not park in blue-marked zones or spaces displaying the international symbol of access unless you have a valid permit.

Please be advised that this is your first and only warning. Future violations may result in fines, the towing of your vehicle at your expense, or further administrative action.

If you believe this warning was issued in error, or if you possess a valid permit that was not visible, please contact the management office immediately at [Phone Number].

Thank you for your cooperation in keeping our community accessible for everyone.

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Company Name]