

Date: [Insert Date]

To: [Guest Name/Resident Name]

Address: [Insert Unit Number/Address]

Subject: NOTICE OF PARKING VIOLATION - UNAUTHORIZED USE OF ACCESSIBLE SPACE

Dear [Guest/Resident Name],

This letter is to formally notify you of a parking violation involving your vehicle (or your guest's vehicle) parked at [Property Name].

Vehicle Details:

Make/Model: [Insert Make/Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

On [Date] at [Time], the vehicle listed above was found parked in a designated handicap/accessible parking space without displaying a valid state-issued permit or placard.

Please be advised of the following:

- Handicap spaces are strictly reserved for individuals with valid permits.
- Unauthorized use of these spaces is a violation of property policy and local law.
- Future violations may result in the vehicle being towed at the owner's expense or the issuance of a fine.

We ask that you immediately move the vehicle to a standard parking space and ensure all future guests are aware of our parking regulations.

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

Sincerely,

[Your Name/Property Management]

[Property Name]

[Phone Number]