

**DATE:** [Insert Date]

**TO:** [Name of Violator or Property Resident]

**ADDRESS:** [Insert Address/Unit Number]

**VEHICLE INFO:** [Make/Model/License Plate Number]

**SUBJECT: FINAL NOTICE - REPEAT HANDICAP PARKING VIOLATION**

Dear [Name],

This letter serves as a formal and final warning regarding your repeated unauthorized use of a designated handicap parking space at [Property Name/Location].

Our records indicate that your vehicle was previously cited for this same violation on the following date(s):

- [Insert Date of First Violation]
- [Insert Date of Second Violation]

Parking in a designated handicap space without a valid, state-issued permit is a violation of both [Property Name] rules and local/state traffic laws. These spaces are reserved exclusively for individuals with physical disabilities who require proximity to building entrances.

**Because this is a repeat offense, the following actions will now be taken:**

- A formal report has been filed with [Property Management/Local Law Enforcement].
- Future violations will result in your vehicle being towed immediately at your own expense without further notice.
- [Optional: A fine of \$\_\_\_\_\_ has been assessed to your account.]

We ask that you show respect for your neighbors and the law by parking only in authorized, non-reserved spaces. Please ensure this behavior does not recur.

Sincerely,

[Your Name/Organization Name]

[Your Title]

[Contact Phone Number]