

Date: [Insert Date]

To: [Tenant/Owner Name or Vehicle Owner]

Address: [Insert Address]

Vehicle Description: [Make/Model/Color]

License Plate Number: [Insert Plate Number]

SUBJECT: SECOND WARNING - UNAUTHORIZED USE OF HANDICAP PARKING

Dear [Name],

This is a formal second warning regarding the unauthorized parking of your vehicle in a designated handicap parking space at [Insert Property Name/Location].

On [Insert Date], at approximately [Insert Time], your vehicle was observed parked in a space reserved exclusively for individuals with valid disability permits. Our records indicate that your vehicle does not display the required state-issued handicap placard or license plate.

This is your second violation of our parking policies and local traffic laws. These spaces must remain available at all times for those with legitimate accessibility needs.

Please be advised that this is your final warning. If your vehicle is found parked illegally in a handicap space again, it will be subject to immediate towing at your expense and/or a formal report will be filed with local law enforcement, which may result in significant fines.

We expect your immediate cooperation in respecting designated parking regulations.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Property Management/Company Name]