

**Date:** [Date]

**To:** Owner/Operator of Vehicle [License Plate Number]

**Location:** [Property Name/Address]

**NOTICE: PARKING VIOLATION - COMMERCIAL VEHICLE IN VISITOR AREA**

This letter serves as a formal warning regarding the vehicle listed above, which was found parked in a designated visitor parking space at [Property Name].

Per the property regulations, commercial vehicles are strictly prohibited from parking in visitor stalls. Visitor parking is reserved exclusively for the temporary use of guests visiting residents.

**Violation Details:**

Date Observed: [Date]

Vehicle Description: [Make/Model/Color]

Company Branding: [Company Name on Vehicle]

**Required Action:**

Please relocate this vehicle to an authorized parking area immediately. Future instances of a commercial vehicle being parked in visitor stalls may result in the vehicle being towed at the owner's expense without further notice.

If you are a resident, please ensure your guests and service providers are aware of the parking policies. If you have any questions, contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Management]

[Contact Information]