

Date: [Insert Date]

To: [Resident Name]

Unit Number: [Insert Unit Number]

Property Name: [Insert Property Name]

**RE: NOTICE OF EXCESSIVE USE OF VISITOR PARKING**

Dear Resident,

This letter serves as a formal notice regarding the use of visitor parking spaces by your household or your guests. Our records and recent observations indicate that a vehicle associated with your unit, [Insert Vehicle Make/Model/License Plate], has been parked in a designated visitor space for an excessive amount of time.

Pursuant to the [Association/Property] Rules and Regulations, visitor parking is strictly intended for short-term use by guests only. Specifically:

- Residents are prohibited from parking personal vehicles in guest spaces.
- Visitor parking is limited to [Insert Number of Hours/Days] per visit.
- Frequent or overnight use by the same vehicle is not permitted without prior authorization.

Please ensure that all residents of your unit park in their assigned stalls and that your guests adhere to the posted parking time limits. Failure to comply with these regulations may result in further action, including fines or the towing of the vehicle at the owner's expense.

If you have any questions regarding this policy or believe this notice was sent in error, please contact the management office at [Insert Phone Number].

Thank you for your cooperation in keeping our parking facilities available for all guests.

Sincerely,

[Your Name/Property Manager Name]

[Property Management/Homeowners Association]