

**Date:** [Date]

**Recipient Name:** [Resident Name]

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

**Vehicle Plate:** [License Plate Number]

**Subject: NOTICE OF PARKING VIOLATION - EXPIRED VISITOR PASS**

Dear [Resident Name],

This letter serves as a formal notice regarding a parking violation recorded on [Date of Violation] at [Time].

Your vehicle/your guest's vehicle was found parked in the designated visitor area with an expired parking pass. According to our records, the pass expired on [Expiration Date/Time].

**Violation Details:**

- Location: [Parking Lot Name/Section]
- Pass Number: [Expired Pass Number]
- Action Taken: [Warning / Fine Issued / Vehicle Towed]

Please ensure that all visitor passes are renewed or that vehicles are moved immediately upon expiration to avoid further penalties, including towing at the owner's expense.

If you have questions regarding this notice or need to request a new pass, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Association Name]