

Date: [Insert Date]

To: [Resident Name / Unit Number]

Subject: FIRST WARNING: Visitor Parking Violation

Dear [Resident Name],

This letter serves as a formal warning regarding the misuse of visitor parking spaces associated with your unit. Our records and recent monitoring indicate that a vehicle associated with your residence has been parked in a designated visitor stall in violation of building policies.

Violation Details:

- **Vehicle Make/Model:** [Insert Info]
- **License Plate:** [Insert Plate Number]
- **Date of Observation:** [Insert Date]
- **Policy Violated:** [e.g., Resident parking in visitor stall / Exceeding time limit]

Please remember that visitor parking is strictly reserved for guests and is not to be used by residents. This policy ensures that all residents have equal access to parking for their visitors.

Required Action:

Please ensure that all vehicles associated with your unit are parked in their assigned stalls immediately. Further violations may result in the vehicle being towed at the owner's expense, fines, or loss of parking privileges.

If you believe this warning has been issued in error, please contact the Management Office at [Phone Number] or [Email Address] within 48 hours.

Thank you for your cooperation in maintaining a fair parking environment for all residents.

Sincerely,

[Your Name/Property Management Name]
[Building/Association Name]