

Date: [Date]

Property Name: [Property/Building Name]

Subject: Notice of Fine for Visitor Parking Abuse

Dear Resident/Vehicle Owner,

This letter serves as a formal notice that a fine has been issued regarding the vehicle listed below for a violation of the visitor parking regulations.

Vehicle Information:

- **License Plate:** [Plate Number]
- **Make/Model:** [Vehicle Description]
- **Date of Violation:** [Date]
- **Time of Violation:** [Time]
- **Location:** [Parking Space/Lot Number]

Violation Details:

The vehicle was found to be in violation of the following rule: [Insert specific rule, e.g., Exceeding the maximum stay limit / Resident parking in visitor stall / No valid visitor permit displayed].

Fine Amount: \$[Amount]

Payment Instructions:

Please remit payment within [Number] days of the date of this letter. Payment can be made via [Insert Payment Method, e.g., online portal, check to management office].

Appeals Process:

If you believe this fine was issued in error, you may file a written appeal to the management office at [Email/Address] by [Deadline Date]. Please include any supporting documentation or evidence with your appeal.

Failure to pay this fine or repeated violations may result in further action, including towing of the vehicle at the owner's expense or loss of parking privileges.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Contact Email]