

Date: [Insert Date]

To: Resident of Unit [Insert Unit Number]

Address: [Insert Property Name/Address]

Subject: NOTICE OF VISITOR PARKING MISUSE

Dear Resident,

This letter serves as a formal notice regarding the unauthorized use of visitor parking spaces by your vehicle: **[Insert Vehicle Make/Model/License Plate]**.

Our records and recent observations indicate that your vehicle is being parked in spaces designated strictly for guests. According to the building's parking policy, resident vehicles must be parked in their assigned stalls and are prohibited from using visitor parking at any time.

Visitor parking is a limited resource intended for the convenience of guests visiting our community. When residents occupy these spaces, it prevents genuine visitors from finding parking.

Required Action:

Please move your vehicle to your assigned parking space immediately. Continued misuse of visitor parking will result in further action, which may include:

- Fines as outlined in the residential agreement.
- Revocation of parking privileges.
- Towing of the vehicle at the owner's expense.

If you have any questions or believe this notice was sent in error, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation in keeping our community accessible for all guests.

Sincerely,

Property Management
[Insert Company Name]