

SECOND NOTICE OF PARKING VIOLATION

Date: [Date]

To the Resident/Owner of Unit: [Unit Number]

Address: [Property Address]

Re: SECOND NOTICE - Unauthorized Use of Visitor Parking

Dear Resident,

This is a formal second notice regarding a parking violation involving a vehicle associated with your unit. Our records indicate that a previous warning was issued on [Date of First Notice] regarding the unauthorized use of visitor parking spaces.

Vehicle Details:

Make/Model: [Vehicle Make/Model]

Color: [Vehicle Color]

License Plate: [License Plate Number]

Violation Details:

Date of Violation: [Date]

Location: [Parking Space Number or Area]

As stated in the community rules and regulations, visitor parking is strictly reserved for guests and is not to be used by residents. Continued failure to comply with these regulations may result in the following actions:

- Fines charged to your account.
- Revocation of parking privileges.
- Towing of the vehicle at the owner's expense without further notice.

Please ensure that all vehicles associated with your unit are parked in their designated spaces immediately to avoid further enforcement action.

If you believe this notice has been sent in error, please contact the Management Office at [Phone Number] or [Email Address] within [Number] days.

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Homeowners Association/Property Management Name]