

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Address]

Subject: Notice of Suspension of Visitor Parking Privileges

Dear [Resident Name],

This letter serves as formal notification that your visitor parking privileges have been suspended effective [Start Date] until [End Date/Further Notice].

This decision has been made due to the following violation(s) of the community parking regulations:

- **Violation Date:** [Insert Date]
- **Reason:** [e.g., Unauthorized overnight parking / Misuse of visitor passes / Repeated parking in fire lanes]

During this suspension period, no vehicles associated with your unit are permitted to use designated visitor parking spaces. Any guest vehicles found parked in these areas during this time will be subject to immediate [towing at the owner's expense / ticketing].

You may appeal this decision by contacting the management office in writing by [Insert Deadline Date].

We appreciate your cooperation in maintaining our community standards.

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property Management Name]