

Date: [Insert Date]

Vehicle Information:

Make/Model: [Insert Vehicle Make/Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

NOTICE OF PARKING VIOLATION

Dear Resident/Visitor,

This notice is to inform you that the vehicle described above was found parked on the premises overnight without a valid visitor permit or prior authorization from management.

According to our community parking policy, all visitors must:

- Register their vehicle with the management office.
- Display a valid overnight parking pass.
- Park only in designated visitor parking areas.

Please note that this serves as an official warning. Further violations may result in the vehicle being towed at the owner's expense or the loss of parking privileges.

If you have any questions or need to obtain a temporary parking permit, please contact the management office immediately at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Management Name]

[Contact Information]