

[Date]

[Recipient Name]  
[Recipient Address]  
[City, State, Zip Code]

**Subject: Notice of Commercial and Oversized Vehicle Parking Restrictions**

Dear [Resident/Owner Name],

This letter serves as a formal notification regarding the parking regulations for commercial and oversized vehicles within [Name of Neighborhood/Complex/City Area].

According to [Policy Name/Ordinance Number], the parking of commercial vehicles and oversized vehicles (including but not limited to trailers, RVs, boats, and trucks exceeding [Weight/Length Limit]) is strictly prohibited in the following areas: [List Specific Streets or Locations].

**Vehicle Details:**

Type: [Make/Model of Vehicle]  
License Plate: [Plate Number]  
Location Observed: [Location]

We kindly request that you relocate the vehicle by [Deadline Date/Time]. Failure to comply with this restriction may result in further action, including [Fines/Towing at Owner's Expense].

If you have any questions or believe this notice was sent in error, please contact [Contact Person/Department] at [Phone Number] or [Email Address].

Thank you for your cooperation in maintaining the safety and accessibility of our community.

Sincerely,

[Your Name/Organization Name]  
[Title]  
[Contact Information]