

**Date:** [Insert Date]

**To:** [Owner/Resident Name]

**Address:** [Insert Address/Unit Number]

## **NOTICE OF PARKING VIOLATION AND PENALTY**

Dear [Name],

This letter serves as formal notice regarding a parking violation involving the following vehicle:

- **Vehicle Make/Model:** [Insert Make/Model]
- **License Plate Number:** [Insert License Plate]
- **Location:** [Insert Parking Lot/Space Number]

### **Violation Details:**

The vehicle listed above has been identified as an **unauthorized oversized vehicle**. According to [Insert Policy Name or Agreement], vehicles exceeding [Insert Dimensions/Weight Limit] are prohibited from parking in this area without prior written authorization.

### **Penalty Assessment:**

Due to this violation, a penalty fee of **[\$Insert Amount]** has been assessed against your account. This fee must be paid by [Insert Due Date].

### **Required Action:**

You are required to remove the oversized vehicle from the premises immediately. Failure to remove the vehicle by [Insert Time/Date] may result in further penalties, including towing at the vehicle owner's expense.

### **Appeals:**

If you believe this notice has been issued in error, you may submit a written appeal to [Insert Department/Email] within [Insert Number] days of this notice.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Email Address]