

Date: [Date]

To: [Name of Resident/Vehicle Owner]

Address: [Unit Number/Address]

RE: NOTICE OF PARKING INFRACTION

Dear [Name],

This letter is to formally notify you that your vehicle was found parked in a designated assigned parking space that does not belong to you.

Infraction Details:

- **Vehicle Make/Model:** [Vehicle Description]
- **License Plate:** [Plate Number]
- **Location/Space Number:** [Assigned Space Number]
- **Date/Time Observed:** [Date and Time]

According to our records and the community parking policy, Space #[Space Number] is reserved exclusively for the resident of [Assigned Unit].

Please move your vehicle immediately to your assigned space or a designated visitor parking area. Failure to comply may result in further action, including fines, the application of a parking boot, or your vehicle being towed at your own expense.

If you believe this notice has been sent in error, or if you have questions regarding your assigned parking, please contact the management office at [Phone Number] or [Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Association Name]