

## **COURTESY WARNING: IMPROPER PARKING**

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Specific Location/Lot Name]

### **Vehicle Information:**

Make: [Insert Make]

Model: [Insert Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

This is a formal courtesy notice to inform you that your vehicle is currently parked in violation of our parking policies for the following reason(s):

- Parking in a restricted or reserved space
- Blocking an entrance, exit, or fire lane
- Parking across multiple stalls
- No valid permit or authorized decal displayed
- Parking in a visitor-only zone
- Vehicle appears to be abandoned or inoperable

### **Required Action:**

Please move your vehicle to an authorized parking space immediately. This notice serves as a warning; however, future violations may result in the vehicle being fined, booted, or towed at the owner's expense.

If you believe this notice was issued in error, please contact the Management Office at [Insert Phone Number].

Thank you for your cooperation.

Sincerely,

[Insert Name/Department]

[Insert Organization Name]