

DATE: [Insert Date]

TO: Owner/Operator of Vehicle [Insert License Plate Number]

LOCATION: [Insert Property Name/Address]

NOTICE OF PARKING VIOLATION: FIRE LANE

Dear Vehicle Owner/Operator,

This is a formal warning regarding your vehicle, a [Insert Color] [Insert Make/Model], which was found parked in a designated **Fire Lane** at [Insert Time] on [Insert Date].

Parking in a fire lane is a violation of local fire codes and property regulations. Fire lanes must remain clear at all times to ensure that emergency vehicles (Fire, Police, and EMS) have immediate access to the building in the event of an emergency. Blocking these lanes creates a significant safety hazard for all occupants.

Please be advised of the following:

- This letter serves as your first and only formal warning.
- Future violations will result in the vehicle being towed immediately at the owner's expense.
- You may also be subject to fines issued by local law enforcement or fire officials.

We request your immediate cooperation in keeping these emergency access points clear. Please park only in designated guest or resident parking spaces.

Sincerely,

[Your Name/Property Manager Name]
[Property Management Office/Security Department]
[Phone Number]