

Date: [Insert Date]

To: [Owner/Resident Name or "Vehicle Owner"]

Address: [Insert Address/Unit Number]

RE: FIRST NOTICE OF PARKING VIOLATION

Dear [Name],

This letter serves as a formal notice regarding the parking of your vehicle: **[Vehicle Make/Model/Color]** with License Plate **[Plate Number]**.

On [Date] at [Time], your vehicle was observed parked in violation of community/property regulations. The specific violation is noted below:

- Parking in a restricted/no-parking zone
- Blocking a driveway or fire hydrant
- Parking in a reserved/assigned space
- Expired registration or inoperable vehicle
- Other: [Description]

Please ensure your vehicle is moved or the violation is corrected immediately. This is a first notice intended to remind you of the parking policies. Failure to comply with these regulations in the future may result in further action, including fines or the towing of your vehicle at your expense.

If you believe this notice was issued in error, or if you have questions regarding the parking policy, please contact the management office at [Phone Number] or [Email Address].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Management Name]

[Title]

[Property Name]