

Date: [Insert Date]

To the Owner/Driver of Vehicle:

Make: [Insert Vehicle Make]

Model: [Insert Vehicle Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

NOTICE OF IMPROPER PARKING

This letter serves as a formal notice that your vehicle is currently parked in violation of the property parking regulations. Our records indicate that this vehicle is parked improperly for the following reason(s):

- Parking in a designated "No Parking" zone or fire lane.
- Parking in a reserved space assigned to another resident/unit.
- Blocking access to driveways, trash bins, or walkways.
- Parking on the grass or non-paved surfaces.
- Exceeding the permitted time limit for guest parking.
- Failure to display a valid guest parking permit.

Action Required:

Please move your vehicle to an authorized parking area immediately. To avoid further action, ensure that your vehicle is parked in compliance with all posted signs and community guidelines.

Warning:

Failure to relocate the vehicle may result in further enforcement actions, including towing at the vehicle owner's expense, immobilization (booting), or loss of guest parking privileges.

If you have any questions or believe this notice was issued in error, please contact the Management Office at [Insert Phone Number] or [Insert Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Management Name]

[Property Name]

[Contact Information]