

**Date:** [Insert Date]

**TO:** Owner/Operator of Vehicle

**Vehicle Make/Model:** [Insert Make/Model]

**Vehicle Color:** [Insert Color]

**License Plate Number:** [Insert Plate Number]

**RE: NOTICE OF IMPROPER PARKING**

Dear Vehicle Owner/Operator,

This letter serves as a formal warning regarding the parking of your vehicle at [Insert Location/Address].

On [Insert Date] at [Insert Time], your vehicle was found to be in violation of our parking policies for the following reason(s):

- Parking in a restricted or "No Parking" zone.
- Blocking a driveway, fire lane, or emergency access point.
- Parking in a space reserved for [Insert Specific Use, e.g., Handicapped/Residents].
- Taking up more than one parking stall.
- Parking on the grass or non-designated surfaces.
- [Insert Other Reason].

Please ensure that your vehicle is moved to a designated parking area immediately. Failure to comply with parking regulations in the future may result in further action, including:

- Issuance of a formal citation or fine.
- Installation of a wheel boot.
- Towing of the vehicle at the owner's expense.

We appreciate your immediate cooperation in keeping our premises safe and accessible for everyone.

If you believe this warning was issued in error, please contact [Insert Contact Name/Department] at [Insert Phone Number/Email].

Sincerely,

[Your Name/Organization Name]

[Your Title/Position]

[Contact Information]