

[Date]

[Tenant Name or "Occupant"]

[Unit Number]

[Property Name]

[Property Address]

RE: NOTICE OF UNAUTHORIZED PARKING / PARKING VIOLATION

Dear [Name],

This letter serves as a formal notice regarding an unauthorized vehicle associated with your unit. It has been observed that the following vehicle is parked in violation of the building's parking regulations:

- **Vehicle Make/Model:** [Vehicle Description]
- **Color:** [Vehicle Color]
- **License Plate:** [Plate Number]
- **Location:** [Specific Parking Spot or Area]

The violation is as follows: [e.g., Parking in a reserved spot / Parking without a valid permit / Parking in a fire lane / Expired registration].

According to your lease agreement and the property rules, all vehicles must [state rule, e.g., display a valid permit or park only in assigned stalls].

Required Action: Please move the vehicle or correct the violation immediately. Failure to comply may result in the vehicle being towed at the owner's expense or further administrative action as outlined in your lease.

If you have any questions or believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]