

Date: [Insert Date]

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

Vehicle Make/Model: [Insert Vehicle Details]

License Plate Number: [Insert Plate Number]

Subject: PARKING WARNING - RESTRICTED AREA

Dear [Name/Owner],

This letter serves as a formal warning regarding the parking of the vehicle described above. On [Date] at [Time], your vehicle was found parked in a restricted area located at [Specific Location/Zone].

Please be advised that this area is designated as restricted for the following reason:

- [Insert reason, e.g., Emergency Access Only / Fire Lane / Permit Holders Only / Private Property]

Parking in this area is a violation of [Company/Property/City] parking regulations. This notice is intended to inform you of the violation and to request your immediate cooperation.

Required Action: Please ensure your vehicle is moved to a designated parking space immediately. Future violations may result in further action, including but not limited to:

- Issuance of a formal fine or citation.
- Towing of the vehicle at the owner's expense.
- Loss of parking privileges on these premises.

If you believe this warning has been issued in error, or if you have questions regarding designated parking areas, please contact [Department/Contact Person] at [Phone Number/Email].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Organization Name]