

**Date:** [Insert Date]

**To:** [Tenant Name(s)]

**Address:** [Tenant Apartment Number/Address]

**Subject: NOTICE OF PARKING VIOLATION**

Dear [Tenant Name],

This letter serves as a formal warning regarding a parking violation associated with your unit. Our records indicate that on [Date of Violation] at approximately [Time], the following vehicle was parked in violation of the building's parking policies:

- **Vehicle Make/Model:** [Insert Make/Model]
- **Color:** [Insert Color]
- **License Plate:** [Insert License Plate Number]
- **Location:** [Insert Location, e.g., Visitor Spot, Fire Lane, Assigned Space #]

**Nature of Violation:**

[Check or describe the violation below]

Parking in a designated fire lane or "No Parking" zone.

Parking in another resident's assigned space.

Parking in a visitor space without a permit or exceeding the time limit.

Unauthorized vehicle (no resident decal/permit displayed).

Expired registration or inoperable vehicle.

Blocking access to trash bins or garage entrances.

As stated in your Lease Agreement and the Community Rules, all residents must adhere to the parking regulations to ensure safety and accessibility for everyone.

Please ensure that your vehicle is moved immediately and parked in accordance with the rules. Please be advised that further violations may result in the vehicle being towed at your expense, fines being issued, or further legal action regarding your lease.

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

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Management Company]