

Date: [Date]

To: [Tenant Name/Business Name]

Suite/Unit: [Unit Number]

Property Address: [Property Address]

RE: NOTICE OF PARKING VIOLATION - DOUBLE PARKING

Dear [Tenant Representative Name],

This letter serves as a formal notice regarding a parking violation involving your business, employees, or visitors. It has been reported and documented that a vehicle associated with your tenancy was double-parked at [Location/Area] on [Date] at approximately [Time].

Double parking is a violation of the Parking Rules and Regulations set forth in your Lease Agreement. This practice creates safety hazards, obstructs traffic flow, and prevents other tenants and customers from accessing designated parking spaces.

Vehicle Information (if known):

- Make/Model: [Vehicle Description]
- License Plate: [License Plate Number]

Please ensure that all staff and visitors are informed of the following:

- Vehicles must be parked within the lines of a single designated stall.
- Blocking other vehicles or traffic lanes is strictly prohibited.
- Loading and unloading must be conducted in authorized zones only.

Failure to comply with parking regulations may result in further action, including fines, the towing of the vehicle at the owner's expense, or further notices of lease default.

We appreciate your immediate cooperation in resolving this matter to ensure a safe and accessible environment for all tenants.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]

[Email Address]