

Date: [Insert Date]

To: [Homeowner/Resident Name]

Address: [Insert Property Address]

Account Number: [Insert Account Number]

RE: NOTICE OF PARKING VIOLATION - DOUBLE PARKING

Dear [Resident Name],

This letter serves as a formal notice regarding a parking violation observed at [Insert Location/Address] on [Insert Date of Incident] at approximately [Insert Time].

It has been reported/observed that your vehicle, described as a [Year/Make/Model/Color] with License Plate [Plate Number], was **double parked**. This action is in direct violation of the [Association Name] Rules and Regulations, specifically Section [Insert Section Number].

Double parking creates safety hazards by:

- Obstructing the flow of traffic.
- Preventing emergency vehicle access.
- Blocking other residents from entering or exiting their designated parking spaces.

Required Action: Please ensure that all vehicles associated with your unit are parked legally within designated stalls or areas. Immediate compliance is required to avoid further action.

Failure to comply with this notice or future occurrences of this violation may result in fines of [Insert Fine Amount], towing of the vehicle at the owner's expense, or loss of community parking privileges as outlined in our governing documents.

If you believe this notice has been sent in error, or if you wish to appeal this violation, please contact the Association Management office at [Insert Phone Number] or [Insert Email Address] within [Number] days.

Thank you for your cooperation in keeping our community safe and accessible for all residents.

Sincerely,

[Your Name/Signature]

[Title: Board Member / Property Manager]

[Community Association Name]