

FINAL NOTICE OF PARKING INFRACTION

Date: [Insert Date]

To: [Owner Name]

Address: [Owner Address]

City, State, Zip: [City, State, Zip]

RE: NOTICE OF UNPAID DOUBLE PARKING VIOLATION

Reference Number: [Citation/Ticket Number]

Vehicle Plate: [License Plate Number]

Vehicle Make/Model: [Vehicle Description]

This letter serves as a **FINAL NOTICE** regarding a citation issued on [Date of Original Infraction] for a double parking violation at [Location of Infraction].

Our records indicate that the initial fine remains unpaid. As a result, a late penalty has been applied to your account. The total amount now due is: **[\$Total Amount]**.

Action Required:

You are required to remit full payment within [Number] days of the date of this letter. Failure to resolve this matter immediately may result in the following actions:

- Transfer of the debt to a collections agency.
- Installation of a vehicle boot.
- Towing and impoundment of the vehicle.
- Reporting to the DMV, which may prevent registration renewal.

Payment Options:

- Online: [Insert Website URL]

- By Phone: [Insert Phone Number]

- In Person/By Mail: [Insert Address]

If you believe this notice has been sent in error or if you have already made payment, please contact our disputes department immediately at [Phone Number].

Sincerely,

[Authorized Signature]

[Department Name]

[Organization Name]