

Date: [Insert Date]

To: [Owner/Resident Name or Vehicle Owner]

Address: [Insert Unit Number/Address]

Subject: FIRST NOTICE: WARNING FOR DOUBLE PARKING

Dear [Name/Resident],

This letter serves as a formal warning regarding your vehicle parked at [Insert Location/Property Name].

On [Date] at [Time], your vehicle was observed double parking in the [Insert Specific Area, e.g., North Parking Lot]. The details of the vehicle are as follows:

- **Make/Model:** [Insert Vehicle Make/Model]
- **Color:** [Insert Color]
- **License Plate:** [Insert License Plate Number]

Double parking is a violation of our parking policy. It creates safety hazards, obstructs the flow of traffic, and prevents other residents or visitors from accessing their vehicles or designated parking spaces.

Please ensure that your vehicle is parked only within designated, marked stalls. Future instances of double parking may result in further action, including fines, the loss of parking privileges, or the vehicle being towed at your expense.

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

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Phone Number]