

Date: [Insert Date]

To: [Vehicle Owner Name/Tenant Name]

Vehicle Make/Model: [Insert Vehicle Details]

License Plate Number: [Insert Plate Number]

PARKING VIOLATION WARNING: DOUBLE PARKING

Dear [Name],

This letter serves as a formal warning regarding your recent parking violation in the [Garage Name/Location] parking facility.

On [Date] at [Time], your vehicle was observed **double parking** (occupying more than one designated parking space). This prevents other authorized users from accessing available spaces and disrupts the flow of traffic within the garage.

Please be advised of the following:

- All vehicles must be parked centered within the marked lines of a single parking stall.
- Future instances of double parking may result in further action, including fines, vehicle booting, or towing at the vehicle owner's expense.
- Repeated violations may lead to the revocation of your parking privileges.

We ask for your cooperation in ensuring that the parking facility remains organized and accessible for everyone. If you have any questions regarding this notice, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Property Management Name]

[Company Name]