

Date: [Date]

To: [Tenant Name/Owner Name]

Address: [Property Address / Unit Number]

NOTICE OF PARKING VIOLATION: DOUBLE PARKING

Dear [Resident Name],

This letter serves as an official citation regarding a parking violation involving your vehicle or a vehicle associated with your unit.

Violation Details:

- **Date of Violation:** [Date]
- **Time:** [Time]
- **Location:** [Location/Parking Lot Section]
- **Vehicle Make/Model:** [Vehicle Description]
- **License Plate:** [Plate Number]

Description of Violation:

The vehicle listed above was observed **double parked**, obstructing the flow of traffic or preventing other residents from accessing/exiting their designated parking spaces. This is a violation of the community parking rules and regulations.

Action Required:

Please ensure that your vehicle is parked correctly within the lines of a single designated space. Failure to comply with parking regulations may result in the following actions:

- Fines as outlined in your lease agreement.
- The vehicle being towed at the owner's expense.
- Revocation of parking privileges.

If you have any questions regarding this notice, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]