

**DATE:** [Insert Date]

**TO:** [Insert Name of Resident/Employee/Vehicle Owner]

**UNIT/OFFICE:** [Insert Number]

**VEHICLE DETAILS:** [Insert Make/Model and License Plate Number]

**SUBJECT: FINAL WARNING: REPEATED DOUBLE PARKING VIOLATIONS**

Dear [Insert Name],

This letter serves as a formal and final warning regarding your parking behavior on these premises. Our records indicate that your vehicle has been observed double parking on the following dates:

- [Insert Date 1]
- [Insert Date 2]
- [Insert Date 3]

Double parking is a direct violation of our parking policy. This behavior obstructs the flow of traffic, prevents other residents or visitors from exiting their parking spaces, and creates a significant safety hazard for emergency service vehicles.

Despite previous verbal/written notifications, this issue persists. Please be advised that this is your **final warning**. Any further instances of double parking or unauthorized parking will result in immediate action without further notice, which may include:

- The vehicle being towed at the owner's expense.
- The application of a vehicle wheel lock (boot).
- Revocation of your parking privileges on this property.
- Fines as outlined in your [Lease/Employment] agreement.

We ask for your immediate cooperation in ensuring that your vehicle is parked legally and within the designated lines of a single parking stall at all times.

If you have any questions regarding this notice, please contact the management office immediately.

Sincerely,

[Your Name/Property Manager Name]

[Property/Company Name]

[Contact Phone Number]