

Date: [Insert Date]

To: Resident of [Unit Number / Address]

Vehicle Description: [Make/Model/Color]

License Plate: [License Plate Number]

Subject: FORMAL WARNING - PARKING VIOLATION (DOUBLE PARKING)

Dear Resident,

This letter serves as a formal warning regarding your vehicle parking habits within the community. It has been reported and documented that your vehicle was recently **double parked** at [Insert Location/Parking Lot] on [Insert Date] at approximately [Insert Time].

Double parking is a violation of our community rules and regulations for the following reasons:

- It obstructs the flow of traffic for other residents and guests.
- It prevents other residents from accessing or exiting their assigned parking spaces.
- It creates a safety hazard by blocking access for emergency vehicles (Fire, Police, EMS).

Please ensure that your vehicle is parked legally within the lines of a single designated parking space at all times. Failure to comply with parking regulations in the future may result in further action, including:

- Fines charged to your account.
- The immobilization (booting) of your vehicle.
- Towing of your vehicle at your own expense.

We appreciate your immediate cooperation in keeping our roadways clear and safe for everyone.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Homeowners Association]