

Date: [Insert Date]

To: [Employee/Resident Name]

ID/Unit Number: [Insert ID or Number]

Vehicle Plate: [Insert License Plate Number]

SUBJECT: SECOND WARNING - DOUBLE PARKING VIOLATION

Dear [Name],

This letter serves as a formal second warning regarding your vehicle parking habits. On [Date] at [Time], your vehicle was once again found double-parked at [Location/Area].

As previously noted in the first warning issued on [Date of First Warning], double parking is a violation of our safety regulations. It obstructs traffic flow, blocks other vehicles, and creates a potential hazard for emergency services.

Please be advised that this is your final warning. We require all residents/employees to park only in designated, single stalls. Failure to comply with these parking regulations immediately will result in further disciplinary action, which may include:

- Revocation of parking privileges.
- Towing of the vehicle at the owner's expense.
- Fines or administrative penalties.

We expect your full cooperation in maintaining a safe and accessible environment for everyone.

Sincerely,

[Your Name/Signature]

[Your Title/Department]

[Organization Name]