

**Date:** [Insert Date]

**To:** [Visitor Name or Vehicle Owner]

**Vehicle License Plate:** [Insert Plate Number]

**Vehicle Make/Model:** [Insert Vehicle Description]

**Subject: PARKING VIOLATION NOTICE - DOUBLE PARKING**

Dear Visitor,

This letter serves as a formal warning regarding your parking behavior on our premises. On [Insert Date] at approximately [Insert Time], your vehicle was observed double-parked at [Insert Specific Location/Lot Name].

Double parking is strictly prohibited as it:

- Blocks other vehicles from entering or exiting designated spaces.
- Obstructs emergency access routes and fire lanes.
- Creates safety hazards for pedestrians and other drivers.

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

- The issuance of a formal fine.
- The vehicle being towed at the owner's expense.
- Loss of parking privileges on this property.

We appreciate your immediate cooperation in keeping our parking facilities safe and accessible for everyone.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Property Management/Company Name]