

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: NOTICE OF WINTER MAINTENANCE PARKING BAN

Dear Resident/Property Owner,

This letter is to inform you that a Winter Maintenance Parking Ban will be in effect starting [Start Date] through [End Date].

To ensure that snow removal equipment can safely and effectively clear the streets, parking on public roadways is prohibited during the following times:

- **Timeframe:** [e.g., 12:00 AM to 7:00 AM]
- **Conditions:** [e.g., Daily or Only during active snowfall]

Please ensure all vehicles are moved to off-street parking locations (such as driveways or designated municipal lots) during these hours. Vehicles remaining on the street during the ban may be subject to ticketing or towing at the owner's expense.

We appreciate your cooperation in helping us keep our community roads safe and clear this winter.

For updates and more information, please visit [Website URL] or contact [Department Name] at [Phone Number].

Sincerely,

[Your Name/Department]

[City/Organization Name]