

[Date]

[Tenant/Employee Name]

[Address/Department]

[City, State, Zip Code]

Subject: Reminder: Motorcycle Parking Policy Compliance

Dear [Name],

This letter serves as a friendly reminder regarding the motorcycle parking policies at [Property/Company Name]. It has been observed that some motorcycles are not being parked in accordance with our established guidelines.

To ensure the safety of all residents/employees and to maintain clear access for emergency vehicles, please adhere to the following rules:

- **Designated Areas:** Motorcycles must only be parked in areas specifically marked for motorcycles or within standard designated parking stalls.
- **No Sidewalk Parking:** Parking on sidewalks, walkways, or in front of building entrances is strictly prohibited.
- **Access Zones:** Do not park in fire lanes, loading zones, or striped "no parking" areas.
- **Permit Display:** Ensure your valid parking permit is clearly displayed [mention location, e.g., on the front fork or windshield].

Please relocate your vehicle to an authorized parking space immediately. Failure to comply with these regulations may result in [mention consequence, e.g., ticketing, fines, or towing at the owner's expense].

We appreciate your cooperation in keeping our parking facilities organized and safe for everyone. If you have any questions regarding designated parking zones, please contact [Department/Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]