

**Date:** [Date]

**To:** [Owner Name]

**Vehicle Make/Model:** [Motorcycle Details]

**License Plate:** [Plate Number]

**Parking Permit Number:** [Permit Number, if applicable]

**Subject: Notice of Motorcycle Parking Privilege Suspension**

Dear [Owner Name],

This letter serves as official notification that your motorcycle parking privileges at [Location/Property Name] have been suspended effective [Start Date].

This suspension is a result of the following violation(s):

[Insert specific reason, e.g., unpaid parking fines, parking in restricted areas, or expired registration]

**Suspension Details:**

- **Duration:** [Specify length of time, e.g., 30 days or Permanent]
- **End Date:** [End Date, if applicable]

During this period, your motorcycle is not permitted to be parked on the premises. Any motorcycles found in violation of this suspension may be subject to towing at the owner's expense or further administrative action.

To reinstate your parking privileges, you must complete the following actions:

[Insert requirements, e.g., pay outstanding balance, provide updated documents]

If you wish to appeal this decision, please submit a written request to [Department/Name] by [Deadline Date].

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization Name]