

Date: [Insert Date]

TO: Owner/Operator of Motorcycle

License Plate: [Insert Plate Number]

Make/Model: [Insert Motorcycle Description]

Location: [Insert Specific Location/Property Name]

NOTICE OF PARKING VIOLATION

This is a formal warning regarding the unauthorized parking of your motorcycle at the location listed above.

Your vehicle was found parked in violation of our parking policies for the following reason(s):

- Parking in a restricted or "No Parking" zone.
- Parking in a designated fire lane or emergency access area.
- Blocking pedestrian walkways or building entrances.
- Parking without a valid permit or authorization.
- Taking up a full-sized vehicle space unnecessarily.

Action Required:

Please move your motorcycle to a designated parking area immediately. Failure to comply with parking regulations in the future may result in further action, including:

- The issuance of a monetary fine.
- The use of a wheel lock (booting).
- Towing of the vehicle at the owner's expense.

If you believe this warning was issued in error, or if you have questions regarding designated motorcycle parking areas, please contact [Insert Office/Department Name] at [Insert Phone Number/Email].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Title]

[Property Management/Security Department]