

Date: [Insert Date]

To: [Recipient Name/All Residents/All Employees]

Subject: NOTICE: Enforcement of Car Wash and Vehicle Repair Policies

Dear [Recipient Name/Resident/Staff],

This letter serves as a formal reminder regarding the established policies for vehicle maintenance on the premises of [Property/Company Name].

It has been observed that unauthorized vehicle activities have been occurring in non-designated areas. To maintain the safety, cleanliness, and environmental standards of our property, we must enforce the following rules:

- **Car Washing:** Washing vehicles is strictly prohibited in [Location/Parking Lot/Driveways]. Please use designated car wash stations only.
- **Vehicle Repairs:** Mechanical repairs, oil changes, and fluid replacements are not permitted on the property at any time.
- **Emergency Repairs:** Only minor emergency repairs (e.g., changing a flat tire or jump-starting a battery) are allowed.
- **Fluid Leaks:** Owners are responsible for cleaning any oil or chemical leaks caused by their vehicles immediately.

These rules are in place to ensure compliance with local environmental regulations and to prevent damage to the asphalt and drainage systems. Failure to comply with these policies may result in [Fines/Towing/Disciplinary Action].

We appreciate your cooperation in keeping our community clean and safe. If you have any questions, please contact the management office at [Phone Number].

Sincerely,

[Your Name]

[Your Title]

[Property/Company Name]