

Date: [Insert Date]

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

Address/Unit: [Insert Address or Unit Number]

Subject: Notice Regarding Unauthorized Vehicle Maintenance and Washing

Dear [Recipient Name],

This letter serves as a formal notice regarding the rules and regulations concerning vehicle upkeep on these premises. It has been observed or reported that unauthorized vehicle maintenance and/or washing has been occurring in the [Parking Lot/Driveway/Common Area].

Please be advised that the following activities are strictly prohibited on the property:

- Major mechanical repairs (including oil changes, engine work, and brake repairs).
- Vehicle bodywork or painting.
- Washing, waxing, or detailing of vehicles using onsite water supplies or drainage systems.
- Storage of hazardous automotive fluids or discarded parts.

These restrictions are in place to ensure compliance with environmental regulations, prevent damage to the pavement, manage water costs, and maintain the professional appearance of the property.

We kindly request that you cease all such activities immediately. All vehicle maintenance and cleaning should be performed at licensed off-site facilities designed for those purposes.

Failure to comply with this policy may result in [fines/towing of the vehicle/further administrative action] as outlined in your [Lease Agreement/Employee Handbook/HOA Bylaws].

Thank you for your immediate cooperation in this matter.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Property Management/Company Name]