

Date: [Date]

Notice Recipient:

[Vehicle Owner Name]

[Street Address]

[City, State, Zip Code]

Subject: NOTICE OF COMMERCIAL VEHICLE PARKING VIOLATION

Dear [Vehicle Owner/Operator Name],

This letter serves as a formal notice regarding a parking violation involving your commercial vehicle at the following location:

Vehicle Details:

Make/Model: [Vehicle Make/Model]

License Plate: [Plate Number]

USDOT/Company ID: [ID Number, if applicable]

Violation Details:

Date: [Date of Violation]

Time: [Time of Violation]

Location: [Specific Address or Description of Location]

Violation Type:

☐ Parking in a restricted residential zone

☐ Exceeding maximum weight/size limits for the area

☐ Blocking emergency access or fire lane

☐ Parking during prohibited hours

☐ Other: [Describe Violation]

According to [Local Ordinance/Property Rule Number], commercial vehicles are not permitted to park at this location. This violation must be corrected immediately. Failure to remove the vehicle or repeated violations may result in fines, towing at the owner's expense, or further legal action.

Please ensure that all future parking for this vehicle is conducted in authorized commercial zones or private facilities.

If you have any questions regarding this notice, please contact [Name/Department] at [Phone Number/Email].

Sincerely,

[Your Name/Organization Name]

[Title]

[Contact Information]