

Date: [Insert Date]

To: [Owner/Resident Name]

Address: [Insert Address]

Vehicle License Plate: [Insert Plate Number]

Subject: NOTICE OF FIRE LANE PARKING VIOLATION

Dear [Owner/Resident Name],

This letter serves as a formal notice regarding a parking violation involving your vehicle. On [Date of Violation], at approximately [Time], your vehicle was observed parked in a designated fire lane at [Location/Address].

Parking in a fire lane is a violation of local fire codes and property regulations. These zones must remain clear at all times to ensure that emergency vehicles (fire trucks and ambulances) have immediate access to the building in the event of an emergency.

Action Taken:

- [] Formal Warning: Please ensure this does not happen again.
- [] Fine Issued: A fine of \$[Amount] has been assessed to your account.
- [] Towing Notice: Further violations will result in the vehicle being towed at the owner's expense.

Please move your vehicle to a designated parking space immediately. Your cooperation is essential for the safety of all residents and visitors.

If you have any questions regarding this notice, please contact the management office at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Company Name]