

FIRST NOTICE OF PARKING VIOLATION

Date: [Current Date]

TO:

Name: [Registered Owner Name]

Address: [Mailing Address]

City, State, Zip: [City, State, Zip]

VEHICLE INFORMATION:

License Plate: [Plate Number]

Make/Model: [Vehicle Make/Model]

Color: [Vehicle Color]

VIOLATION DETAILS:

Notice Number: [Citation Number]

Date of Violation: [Date]

Time of Violation: [Time]

Location: [Specific Location/Address]

Violation Type: [Type of Violation, e.g., No Parking Zone]

NOTICE:

The vehicle described above was found in violation of the parking regulations at the location and time listed. This is your first official notice regarding this matter.

FINE AMOUNT: \$[Amount]

PAYMENT INSTRUCTIONS:

Please submit payment within [Number] days of the date of this notice. Payments can be made via:

- Online: [Website URL]
- By Mail: [Mailing Address for Payment]
- In Person: [Physical Office Address]

APPEAL PROCESS:

If you believe this notice was issued in error, you may file an appeal by [Date]. Please visit [Website or Office] to submit your appeal form and supporting evidence.

Failure to respond to this notice may result in additional late fees, vehicle immobilization (booting), or towing at the owner's expense.

Sincerely,

[Name of Issuing Authority/Department]

[Contact Phone Number]

[Email Address]