

Date: [Date]

To: [Vehicle Owner Name]

Address: [Owner Address]

Vehicle Make/Model: [Vehicle Details]

License Plate: [License Plate Number]

Subject: NOTICE OF NO PARKING ZONE VIOLATION

Dear [Vehicle Owner Name],

This letter serves as a formal notice regarding a parking violation involving the vehicle described above. On [Date of Violation] at approximately [Time], your vehicle was identified as being parked in a designated "No Parking" zone located at [Specific Location/Address].

The area in question is clearly marked with [Signs/Yellow Curb/Pavement Markings] indicating that parking is strictly prohibited at all times. This restriction is in place to ensure [Safety/Emergency Access/Traffic Flow/Private Property Rights].

Action Required:

Please ensure that your vehicle is moved immediately. Failure to comply with parking regulations in this area may result in further action, including but not limited to:

- Issuance of a formal citation or fine.
- Towing and impoundment of the vehicle at the owner's expense.
- Revocation of parking privileges on these premises.

If you believe this notice was issued in error, or if there were extenuating circumstances, please contact [Contact Name/Department] at [Phone Number] or [Email Address] within [Number] days.

Thank you for your immediate cooperation in keeping this zone clear.

Sincerely,

[Your Name/Signature]

[Your Title/Organization]

[Contact Information]