

Date: [Date]

To: [Resident Name]

Address: [Unit Number/Street Address]

Subject: PARKING VIOLATION NOTICE

Dear [Resident Name],

This letter is to formally notify you of a parking violation involving a guest vehicle associated with your unit. Our records indicate that on [Date] at [Time], a vehicle described below was found in violation of the community parking regulations.

Vehicle Details:

Make/Model: [Vehicle Make/Model]

Color: [Vehicle Color]

License Plate: [License Plate Number]

Violation Type:

- ☐ Parking in a reserved/assigned space
- ☐ Parking in a fire lane or "No Parking" zone
- ☐ Parking without a valid guest permit
- ☐ Exceeding the maximum time limit for guest parking
- ☐ Other: [Description]

As a resident, you are responsible for ensuring that your guests adhere to all community rules. Please ensure this vehicle is moved immediately and that future guests park only in designated areas.

Failure to comply with these regulations may result in further action, including fines or the towing of the vehicle at the owner's expense.

If you have any questions or believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address].

Thank you for your cooperation in keeping our community safe and organized.

Sincerely,

[Your Name/Property Management Name]

[Property Name]