

Date: [Date]

To: [Vehicle Owner Name, if known]

Address: [Vehicle Owner Address, if known]

RE: NOTICE OF UNAUTHORIZED PARKING VIOLATION

Dear Vehicle Owner/Operator,

This letter serves as a formal notice regarding the unauthorized parking of the vehicle described below on the property located at **[Property Address/Location]**.

Vehicle Description:

- **Make:** [Make]
- **Model:** [Model]
- **Color:** [Color]
- **License Plate Number:** [Plate Number]
- **State:** [State]

Violation Details:

On **[Date of Violation]** at approximately **[Time]**, the vehicle listed above was found parked in violation of the property parking regulations for the following reason(s):

- ☐ Parking in a restricted/private zone without a permit.
- ☐ Parking in a designated "No Parking" area.
- ☐ Blocking an entrance, exit, or fire lane.
- ☐ Exceeding the permitted time limit for guest parking.
- ☐ Other: [Specify Reason]

Required Action:

Please remove the vehicle immediately. Failure to comply with this notice may result in the vehicle being towed and impounded at the owner's expense, or the issuance of further fines as permitted by local laws and property regulations.

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

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Company Name]

[Contact Information]