

**Date:** [Date]

**TO:** [Vehicle Owner Name, if known]

**ADDRESS:** [Owner Address, if known]

**RE: NOTICE OF UNAUTHORIZED VEHICLE AND PARKING VIOLATION**

Dear [Name/Vehicle Owner],

This letter serves as formal notice regarding an unauthorized vehicle parked on the property located at [Property Address/Location Description].

The following vehicle has been identified as being in violation of established parking regulations:

- **Make/Model:** [Vehicle Make and Model]
- **Color:** [Vehicle Color]
- **License Plate Number:** [Plate Number]
- **State:** [State]
- **Location of Violation:** [Specific Spot or Area]

**Nature of Violation:**

[Describe violation, e.g., Parking in a fire lane, Parking in a reserved space, Parking without a valid permit, Abandoned vehicle].

**Demand for Action:**

You are hereby requested to remove the vehicle immediately. If the vehicle is not moved by [Time] on [Date], the following actions may be taken without further notice:

1. The vehicle will be towed at the owner's sole expense.
2. Fines or daily storage fees may be assessed.
3. Legal action may be initiated to recover costs.

Please ensure that all future parking conforms to the posted regulations and property rules to avoid further enforcement actions.

Sincerely,

[Your Name/Signature]

[Your Title/Role]

[Phone Number]

[Email Address]