

Date: [Insert Date]

To: [Owner/Occupant Name or "Vehicle Owner"]

Vehicle Make/Model: [Insert Vehicle Details]

License Plate Number: [Insert Plate Number]

Subject: FIRST WARNING - UNAUTHORIZED PARKING

Dear [Name/Vehicle Owner],

This letter serves as a formal warning regarding the unauthorized parking of the vehicle described above at the following location: [Insert Property Name/Address/Parking Space Number].

Our records indicate that this vehicle is parked in violation of property regulations for the following reason(s):

- Parking in a designated private/reserved space.
- Parking without a valid permit or pass.
- Blocking an entrance, exit, or fire lane.
- Parking in a prohibited "No Parking" zone.

Please relocate your vehicle immediately. Please be advised that this is your first and final warning. Further violations will result in additional actions, which may include the vehicle being towed or impounded at the owner's expense without further notice.

If you believe this warning was issued in error, or if you need to register your vehicle, please contact the management office at [Insert Phone Number/Email] immediately.

Thank you for your prompt cooperation in this matter.

Sincerely,

[Your Name/Property Management Name]

[Title]

[Contact Information]