

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number/Street Address]

RE: NOTICE OF RESERVED PARKING SPACE ENCROACHMENT

Dear [Tenant Name],

This letter is to formally notify you that your vehicle, a [Vehicle Make/Model] with license plate [Plate Number], was observed parked in or encroaching upon a reserved parking space assigned to another resident.

The incident occurred on [Date] at approximately [Time] at the following location: [Specific Space Number or Location].

Per your lease agreement, reserved parking spaces are for the exclusive use of the assigned tenants. Unauthorized use of these spaces disrupts the parking management of the property and causes inconvenience to your neighbors.

Please ensure that your vehicle is moved immediately to your designated parking area or an unreserved visitor spot. Failure to comply with parking regulations may result in further action, including:

- Fines as outlined in the lease agreement.
- Towing of the vehicle at the owner's expense.
- Formal lease violation notices.

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

Thank you for your prompt cooperation in this matter.

Sincerely,

[Your Name/Property Manager Name]

[Property Name/Management Company]