

Date: [Date]

To: [Vehicle Owner Name / Occupant]

Address: [Property Address/Unit Number]

RE: PARKING VIOLATION NOTICE

Dear [Name/Tenant],

This letter serves as a formal notice regarding a parking violation involving the following vehicle parked at [Property Name/Address]:

- **Make/Model:** [Vehicle Make/Model]
- **Color:** [Vehicle Color]
- **License Plate:** [Plate Number/State]
- **Location:** [Specific Area of Parking Lot]

The vehicle listed above was found to be in violation of the commercial property parking regulations for the following reason(s):

- Parking in a designated "No Parking" zone or fire lane.
- Parking in a space reserved for another tenant or visitor.
- Blocking entrances, exits, or trash bins.
- Parking without a valid permit or authorization.
- Expired registration or abandoned vehicle.
- Other: [Description of violation]

Action Required:

Please move the vehicle immediately. Failure to comply with the parking rules of this property may result in the vehicle being towed at the owner's expense, or the loss of parking privileges on the premises.

If you believe this notice was issued in error, please contact the Management Office at [Phone Number] or [Email Address] during business hours.

Thank you for your cooperation in keeping our parking facilities safe and accessible for everyone.

Sincerely,

[Your Name/Signature]

[Property Management/Company Name]