

Date: [Insert Date]

To: [Vehicle Owner Name / Occupant of Vehicle]

Vehicle Description: [Make/Model/Color]

License Plate Number: [Plate Number]

Subject: NOTICE OF PARKING VIOLATION

Dear Vehicle Owner,

This letter serves as a formal notice regarding the unauthorized parking of your vehicle at **[Name of Retail Plaza]**.

Our records and site monitoring indicate that your vehicle has been parked in violation of our established parking policies for the following reason(s):

- Parking in a spot reserved for customers while not shopping at this location.
- Exceeding the posted time limit of [Insert Time Limit, e.g., 2 hours].
- Parking in a designated fire lane or loading zone.
- Parking across multiple stalls.
- Leaving a vehicle overnight without prior authorization.

Please be advised that the parking lot at [Name of Retail Plaza] is private property intended strictly for the use of active customers and patrons. Unauthorized parking limits the availability of spaces for our customers and interferes with the operations of our tenants.

Required Action:

Please remove your vehicle immediately. Failure to comply with parking regulations in the future may result in your vehicle being **booted or towed** at your own expense, without further notice.

If you believe this notice has been issued in error, or if there are extenuating circumstances, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]
[Plaza Management/Company Name]
[Contact Information]