

DATE: [Insert Date]

TO: Owner/Occupant of Vehicle [Insert Vehicle Make/Model]

LICENSE PLATE: [Insert Plate Number]

LOCATION: [Insert Specific Location/Address]

WARNING: OVERNIGHT PARKING RESTRICTION

Dear Vehicle Owner,

This letter serves as a formal warning regarding the parking of your vehicle at the location mentioned above. Our records/observations indicate that your vehicle was parked on the premises during restricted overnight hours on [Insert Date/Time].

Please be advised that overnight parking is strictly prohibited at this location between the hours of **[Insert Start Time]** and **[Insert End Time]**. This policy is in place to ensure [Insert Reason, e.g., security, emergency access, or maintenance].

Action Required:

Please ensure that your vehicle is removed from the property during the restricted hours listed above. Failure to comply with this regulation in the future may result in further action, including but not limited to:

- Issuance of a formal citation or fine.
- Towing of the vehicle at the owner's expense.
- Loss of parking privileges.

If you believe this warning has been issued in error, or if you have a valid permit that was not visible, please contact [Insert Department/Name] at [Insert Phone Number/Email] immediately.

Thank you for your cooperation in keeping our community/property safe and accessible.

Sincerely,

[Your Name/Signature]

[Your Title/Organization]

[Contact Information]