

[Your Name/Property Management Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Date]

**RE: NOTICE OF UNAUTHORIZED PARKING IN ACCESSIBLE SPACE**

Dear [Vehicle Owner Name or "Vehicle Owner"],

This letter serves as a formal notice regarding your vehicle, a [Vehicle Make/Model] with license plate [License Plate Number], which was found parked in a designated handicap/accessible parking space at [Location/Address] on [Date] at [Time].

Upon inspection, your vehicle did not display a valid state-issued disabled person placard or license plate. These spaces are strictly reserved for individuals with disabilities to ensure they have necessary access to the facility.

**Please be advised of the following:**

- Parking in a designated handicap space without a permit is a violation of [Property Rules/State Law].
- Future violations may result in your vehicle being towed at your expense without further notice.
- You may be subject to fines issued by local law enforcement.

We request your immediate cooperation in respecting these parking designations. If you believe this notice was issued in error or if you have a valid permit that was not visible, please contact our office at [Phone Number] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title/Position]