

DATE: [Insert Date]

TO: [Unit Owner/Resident Name]

UNIT: [Unit Number]

ADDRESS: [Condominium Name/Address]

RE: NOTICE OF GUEST PARKING VIOLATION

Dear [Name],

This letter is to formally notify you of a parking violation involving a vehicle associated with your unit. Our records indicate that on [Date] at [Time], a [Color] [Make/Model] with license plate [Plate Number] was parked in the guest parking area in violation of the Condominium Association rules.

The specific violation is:

- [] Parking in guest spot without a valid permit.
- [] Exceeding the maximum time limit for guest parking.
- [] Resident parking in a designated guest space.
- [] Vehicle parked in a "No Parking" or fire lane zone.
- [] Other: [Description of violation]

According to the Association's Rules and Regulations, guest parking is reserved strictly for visitors and is subject to [Insert Rule, e.g., a 24-hour limit]. Residents are required to park in their assigned spaces at all times.

Required Action:

Please ensure the vehicle is moved immediately. Failure to comply with parking regulations may result in [Insert Consequence, e.g., fines, towing at the owner's expense, or loss of parking privileges].

If you believe this notice was sent in error, or if there are extenuating circumstances, please contact the Management Office at [Phone Number] or [Email Address] within [Number] days.

Thank you for your immediate cooperation in keeping our community organized and accessible for all guests.

Sincerely,

[Your Name/Signature]

[Title, e.g., Property Manager]

[Condominium Association Name]