

Date: [Insert Date]

To the Owner/Driver of Vehicle:

Make/Model: [Insert Vehicle Make/Model]

Color: [Insert Color]

License Plate: [Insert License Plate Number]

NOTICE: UNAUTHORIZED PARKING WARNING

Dear Vehicle Owner/Driver,

This letter serves as a formal warning regarding your vehicle parked at **[Insert Property Address/Location Name]**.

Our records indicate that this vehicle is parked in violation of our parking policies for the following reason(s):

- Parking in a restricted/reserved space.
- Parking without a valid permit.
- Blocking an entrance, exit, or fire lane.
- Parking in a visitor-only zone exceeding the time limit.
- Vehicle appears to be abandoned or inoperable.

Action Required: Please move your vehicle immediately to a designated legal parking area. Failure to remove the vehicle by **[Insert Time/Date]** will result in further action, which may include:

- The vehicle being towed at the owner's expense.
- The application of a wheel boot/clamp.
- Fines or legal action.

If you believe this warning has been issued in error, please contact the Management Office at **[Insert Phone Number]** or **[Insert Email Address]** immediately.

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Company Name]