

Date: [Insert Date]

To: [Owner/Operator Name]

Address: [Insert Address]

Vehicle License Plate: [Insert Plate Number]

Subject: NOTICE OF COMMERCIAL VEHICLE PARKING VIOLATION

Dear [Name],

This letter serves as an official notice that a commercial vehicle registered to you or under your control was found parked in violation of [Property Name/City Ordinance/Homeowners Association] rules.

Violation Details:

- **Location:** [Insert Specific Location/Street Address]
- **Date/Time Observed:** [Insert Date and Time]
- **Vehicle Description:** [Insert Make, Model, and Color]

Reason for Violation:

[Insert Reason, e.g., Parking in a residential zone, blocking emergency access, exceeding time limits, or parking overnight in a restricted area].

Required Action:

Please remove the vehicle immediately. Failure to comply with this notice may result in the following actions:

- Issuance of formal fines or citations.
- The vehicle being towed at the owner's expense.
- Loss of parking privileges on this property.

If you believe this notice was sent in error or if you have any questions, please contact [Name of Department/Person] at [Phone Number/Email] within [Number] hours.

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]