

Date: [Insert Date]

To: [Owner/Tenant Name or Vehicle Owner]

Address: [Insert Address]

Vehicle Make/Model: [Insert Vehicle Details]

License Plate Number: [Insert Plate Number]

SUBJECT: SECOND WARNING - NOTICE OF UNAUTHORIZED PARKING

Dear [Name/Resident],

This is a formal second warning regarding your unauthorized parking at [Property Name/Address]. Our records show that a previous warning was issued to you on [Date of First Warning].

On [Date of Second Violation] at [Time], your vehicle was again observed parked in violation of property regulations. Specifically:

- Parking in a designated fire lane or "No Parking" zone.
- Parking in a space reserved for another resident/tenant.
- Parking without a valid permit or authorization.
- Blocking access to trash bins or emergency exits.

Please be advised that this is your final warning. You are required to move your vehicle immediately and refrain from parking in unauthorized areas in the future.

Failure to comply with these regulations will result in further action, including but not limited to, the towing of your vehicle at your own expense or the issuance of monetary fines.

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

Thank you for your cooperation.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]