

NOTICE OF PARKING VIOLATION

Date: [Insert Date]

To: [Name of Vehicle Owner/Occupant]

Address: [Insert Address, if known]

Unit/Office Number: [Insert Number]

Re: Unauthorized Parking in a Reserved Space

Dear Vehicle Owner,

This letter serves as a formal notice regarding your vehicle, described below, which was found parked in a reserved space without authorization.

Vehicle Information:

Make/Model: [Insert Make/Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

Location: [Insert Space Number or Location Name]

Violation Details:

Date of Violation: [Insert Date]

Time of Violation: [Insert Time]

The space mentioned above is strictly reserved for [Insert Name of Assigned Person or "Assigned Residents Only"]. Your vehicle was parked there in violation of the established parking policies.

Please ensure that your vehicle is moved immediately. Failure to comply with parking regulations in the future may result in further action, including:

- Fines or penalties
- Towing at the vehicle owner's expense
- Loss of parking privileges

If you believe this notice was issued in error, or if you have questions regarding your parking assignment, please contact the management office at [Insert Phone Number] or [Insert Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name/Signature]
[Your Title/Organization]
[Contact Information]