

[Your Name or Homeowners Association Name]
[Address]
[City, State, Zip Code]
[Date]

To the Owner/Operator of Vehicle: [Make/Model of Vehicle]
License Plate Number: [Plate Number]
State: [State]

Subject: Notice of Commercial Vehicle Parking Violation

Dear Neighbor/Vehicle Owner,

This letter is to inform you that a commercial vehicle associated with you has been observed parked at [Location/Address] on [Date].

Please be advised that according to [Local Municipal Code / HOA Bylaw Section Number], the parking of commercial vehicles in this residential zone is prohibited. A commercial vehicle is generally defined as any vehicle used for business purposes that exceeds [Weight Limit, e.g., 10,000 lbs] or features commercial signage, equipment racks, or more than two axles.

Residential parking regulations are in place to maintain the safety, traffic flow, and aesthetic character of our neighborhood. We kindly ask that you relocate the vehicle to a designated commercial parking area or an off-site facility immediately.

Failure to comply with this request by [Deadline Date/Time] may result in further action, which may include fines, reporting the violation to local code enforcement, or the vehicle being towed at the owner's expense.

Thank you for your cooperation in keeping our community a pleasant place to live.

Sincerely,

[Your Signature]
[Your Printed Name]
[Contact Information]