

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Address]

RE: NOTICE OF GUEST PARKING PASS POLICY VIOLATION

Dear [Resident Name],

This letter is to formally notify you of a violation regarding the guest parking policy at [Property/Complex Name].

The violation details are as follows:

- **Date of Violation:** [Date]
- **Vehicle Description:** [Make/Model/Color]
- **License Plate:** [Plate Number]
- **Location:** [Parking Space/Lot Area]

Violation Type:

- ☐ Failure to display a valid guest pass
- ☐ Use of an expired guest pass
- ☐ Exceeding the maximum allowed time for guest parking
- ☐ Resident parking in a guest-designated area
- ☐ Other: [Description]

Per the residential agreement, guest parking is reserved for visitors only and must comply with the established rules. Failure to adhere to these policies may result in [fines/towing of the vehicle/revocation of parking privileges].

Please ensure that all guests are aware of the parking regulations to avoid further action. If you believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address].

Thank you for your immediate cooperation.

Sincerely,

[Your Name/Property Management]

[Property Name]