

Warning Letter for Parking Infraction

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

I hope this letter finds you well. This correspondence serves as a formal warning regarding a parking infraction that has occurred at the property located at [Property Address].

On [Date of Infraction], we observed that your vehicle was parked in violation of the established parking rules, specifically: [Describe Infraction, e.g., "parking in a no-parking zone" or "occupying a space reserved for other tenants"].

Please be advised that repeated violations may result in further action, including but not limited to towing at your expense or additional penalties as outlined in your lease agreement.

We value you as a tenant and appreciate your cooperation in resolving this matter promptly. If you have any questions or wish to discuss this further, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Contact Information]