

Complaint Letter Regarding Unauthorized Parking

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally complain about unauthorized parking issues that have occurred at [specific location or address] on [specific dates]. Despite clear signage indicating that parking is restricted to authorized vehicles only, it has come to my attention that several unauthorized vehicles have been parking in this area.

This unauthorized parking not only creates inconvenience for those who are allowed to park but also poses safety concerns and potential access issues for emergency services.

I request that you take immediate action to address this problem by increasing enforcement measures or improving signage to deter unauthorized parking in the area.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]