

Parking Complaint Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally complain about the unauthorized usage of commercial vehicle parking spaces at [specific location or address]. I have observed that [briefly describe the issue, e.g., non-commercial vehicles are consistently occupying these spaces].

This situation has caused significant inconvenience to [mention impact, e.g., legitimate users of the parking area], and it is imperative that measures are taken to address this issue promptly.

I kindly request that you investigate this matter and implement necessary actions to ensure that the parking spaces are reserved for commercial vehicles only, as intended.

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

Sincerely,

[Your Name]