

Parking Policy Violation Notice

Date: [Insert Date]

To: [Resident's Name]

Address: [Resident's Address]

Dear [Resident's Name],

This notice is to inform you that a violation of the parking policy has been observed in our community. Specifically, the vehicle with license plate number [License Plate Number] was found parked in violation of our established guidelines on [Date of Violation].

As a reminder, our parking policy stipulates that:

- [Insert specific policy details, e.g., "No parking in fire lanes."]
- [Insert specific policy details, e.g., "Only designated areas are allowed for parking."]

We kindly request that you rectify this situation by ensuring your vehicle is parked in accordance with community policies. Failure to comply may result in further actions, including the possibility of towing.

Thank you for your attention to this matter. Should you have any questions or require further clarification, please feel free to contact the management office at [Contact Information].

Sincerely,

[Your Name]

[Your Position]

[Community/Property Name]