

Parking Violation Notice

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that a parking violation has been observed concerning your vehicle.

Violation Details:

- Vehicle License Plate: [License Plate]
- Date of Violation: [Date]
- Time of Violation: [Time]
- Location of Violation: [Parking Area/Spot]

According to our parking policies, [brief summary of the relevant policy].

Please rectify this issue by [insert deadline for correction]. Failure to comply may result in further actions, including [mention potential consequences].

If you believe this violation has been issued in error, please contact our office at [contact number] or [email address] within [insert response time].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]