

Unauthorized Parking Incident Report

Date: [Insert Date]

To: [Landlord's Name]

From: [Tenant's Name]

Address: [Tenant's Address]

Dear [Landlord's Name],

I am writing to formally report an incident of unauthorized parking that occurred on [Insert Incident Date] at [Insert Location].

Description of the Incident:

- Time of Incident: [Insert Time]
- Vehicle Description: [Make, Model, Color, License Plate Number]
- Details: [Brief description of the situation and any relevant circumstances]

As per our rental agreement, unauthorized vehicles are not permitted to park in the designated areas. I would appreciate your prompt attention to this matter to prevent future incidents.

Thank you for your cooperation.

Sincerely,

[Tenant's Name]

[Tenant's Contact Information]