

Unauthorized Vehicle Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to inform you that your vehicle, identified as [Vehicle Description] with license plate number [License Plate Number], has been parked in a manner that is not in compliance with our community parking regulations.

Specifically, your vehicle was observed on [Date of Observation] in [Location of Vehicle]. This is considered unauthorized parking as it [brief explanation of the violation].

We kindly ask that you remove your vehicle immediately and ensure compliance with our parking policies in the future. Failure to do so may result in further action, including but not limited to, towing of the vehicle at your expense.

If you have any questions regarding this notification, please feel free to contact us at [Property Management's Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Property Management Name]

[Contact Information]