

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally express my concern regarding unauthorized vehicle parking in [specific location] that has been affecting the accessibility and overall safety of the area.

On numerous occasions, I have noticed vehicles parked without permission, specifically on [mention specific dates or instances]. This has caused [mention any issues such as obstruction, safety hazards, etc.].

I kindly request that your office take the necessary steps to address this issue, including putting up clear signage and enforcing parking regulations more effectively. This would greatly improve the situation for all residents and visitors.

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

Sincerely,

[Your Name]