[Your Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

**Subject:** Warning for Violating Parking Rules

Dear Mr. /Miss [NAME HERE],

This letter is being written to warn you for the continuous negligence of parking rules of the company. The security guard has informed you several times that you are not allowed to park the car in the prohibited area.

Yet, you completely ignore the ‘’No Parking’’ sign. Kindly abide by the rules of the company and park the car where it is allowed. Thanks for your cooperation.

Sincerely

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[NAME HERE]

[Title]