500 Main Street  
Anytown, USA 00000

January 1, 2010

John Appleseed  
1234 High Street  
Anytown, USA 00000

Dear Mr. Appleseed:

We have noticed your vehicle parked in our lot located at 999 Black acre Road, Anytown, USA 00000 multiple times over the last two weeks. We have no record of you ever being a customer of Acme Co. This letter is formal notice that you are forbidden from parking on Acme Co. property unless you have legitimate business with Acme Co. If you continue to unlawfully park on our property, you may be subject to legal action, including the ticketing and towing of your vehicle.

This notice is effective immediately, and will remain in effect [permanently / until a particular date]. A copy of this letter has been provided to law enforcement.

Sincerely,

Richard Roe  
CEO, Acme Co.

Cc: Anytown Police Department