[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

Before we signed the agreement for the house you are currently living in, we cleared all aspects of your stay in it. And I didn't expect a breach of any kind in following them. However, your neighbors are experiencing your negligence and reported this to me after a formal affair with you on this issue a few days ago, which you rejected.

I have already mentioned at the start that this house has just one parking slot and it can be allotted to anyone with a single car to which you agreed. But from past two weeks, you are parking a second car in front of your neighbors' house. Mr. John talked to you about it so you shifted your car in front of Jessica's house. Therefore, they wrote to me.

I expect you to correct this issue as soon as you get this letter and try your best that such violations may not occur in future.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]