

25th March 2014

«Owner_Name_1» **L«Lot»**
«Notice_address_1»
«Notice_address_2»
«Notice_suburb» «Notice_state» «Notice_post_code»

Dear «Salutation»,

**Re: Parking in Visitors Bay
Unit 3, 147 Charles Street West Perth – Strata Plan 5629**

It has been brought to the Strata Company's attention that the tenant of Unit 3 has been parking in the visitors bay without a valid parking permit.

This is not the first time this has occurred and this resident has been given warnings.

If this vehicle is found to be parked in the visitors bay again without a valid parking permit it may be clamped or infringed.

Should you have any queries, please do not hesitate to contact me on 9362 1166 or email emily@exclusivestrata.com.au.

Kind Regards,

Emily Clark
Strata Company Manager