Date:

To

[The Recipient Name]  
[Address]

Dear Mr. [name]

**Subject: Complaint Letter on illegal parking at [ABC]**

I am a resident of [address] I have been living in this apartment for the last [number] years. The residents always followed the parking laws and hence there was never an issue but now the new tenants in blocks [number] and [number] are very careless about these rules and this is causing a lot of problems for the rest of the community.

The cars are parked so haphazardly that it becomes difficult to take the car out of the parking and onto the main road and vice versa. There is no concept of a fixed parking space and people randomly park their cars in any spot they find empty. This problem is really getting out of hand as arguments break out every other day and it is only a matter of time before they result in a serious rift in the community. Please address this issue at the earliest as the situation is becoming increasingly worse.

Looking forward to your positive response.

Yours Sincerely.

Name  
Designation  
Department name