

IMPORTANT NOTICE ENCLOSED

FORWARDING REQUESTED

**Mr. Joe Smith
1600 Main St.
Apt. 2
Gotham, TN 37000**

(INSERT DATE)

Via First Class Mail Postage Prepaid

Ticket: Overtime Parking

(INSERT TICKET NUMBER(S))

(INSERT NAME)

(INSERT ADDRESS)

Dear (INSERT NAME):

Our records show you are the owner(s) of record of the motor vehicle(s) above for which a total of \$ (INSERT AMOUNT DUE) in parking fines are overdue. Pursuant to Tennessee Code Annotated § T.C.A. 6-54-513, we are giving you notice that your account will be turned over to a collection agency or attorney within thirty (30) days from the date of this letter. Such action will occur unless you pay the unpaid ticket(s) on or before (INSERT DATE 30 DAYS FROM DATE OF LETTER).

Under Tennessee law, if the ticket is forwarded to a collection agency for collection, the agency may notify the credit bureau or credit agency of such fact which could affect your credit rating.

Please contact our office immediately to arrange timely payment so this matter can be resolved.

Sincerely,

[INSERT NAME]

[INSERT TITLE]