Mr. Joe Smith

1600 Main St.

Apt. 2

Gotham, TN 37000

**IMPORTANT NOTICE ENCLOSED**

***FORWARDING REQUESTED***

(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 ratin**g.

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

Sincerely,

[INSERT NAME]

[INSERT TITLE]