

FINAL NOTICE OF TOWING

Date: [Insert Date]

To the Owner/Operator of:

Vehicle Make: [Insert Make]

Vehicle Model: [Insert Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

Subject: Notice of Intent to Tow Due to Unpaid Parking Fees

Dear Vehicle Owner,

Our records indicate that the vehicle described above has outstanding unpaid parking fees totaling \$[Insert Amount] as of [Insert Date].

According to our parking regulations and terms of service, all fees must be settled to maintain parking privileges on this property. Despite previous notifications, the balance remains unpaid.

Notice of Action:

If the total balance is not paid in full by [Insert Time] on [Insert Date], your vehicle will be towed from the premises at your expense. Once towed, the vehicle will be stored at a third-party impound lot, and you will be responsible for all towing charges and daily storage fees.

To prevent your vehicle from being towed, please complete your payment immediately via the following method:

[Insert Payment Instructions/Website/Office Location]

If you believe this notice has been sent in error, please contact our office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Department]

[Property Name/Management Company]

[Contact Information]