

URGENT NOTICE: VEHICLE REMOVAL AND TOWING WARNING

Date: [Insert Date]

To the Owner/Occupant of the vehicle described below:

- **Make:** [Insert Make]
- **Model:** [Insert Model]
- **Color:** [Insert Color]
- **License Plate:** [Insert Plate Number]
- **Location:** [Insert Specific Location/Parking Space]

This letter serves as an official warning that the vehicle listed above is currently in violation of parking regulations for the following reason(s):

[Insert Reason: e.g., Unauthorized parking, Expired registration, Blocking access, Abandoned vehicle]

ACTION REQUIRED:

You are hereby instructed to remove this vehicle from the premises immediately. If the vehicle is not moved by **[Insert Time]** on **[Insert Date]**, it will be towed and impounded at the owner's expense without further notice.

All costs associated with towing, storage, and administrative fees will be the sole responsibility of the vehicle owner.

To avoid these actions, please ensure the vehicle is removed by the deadline stated above.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Address/Office Location]