

## NOTICE OF INTENT TO REMOVE ABANDONED VEHICLE

**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]
- **VIN (if visible):** [Insert VIN]
- **Location:** [Insert Specific Location/Address]

This vehicle has been identified as abandoned or parked in violation of property regulations for the following reason(s):

[Insert Reason, e.g., Expired registration, inoperable condition, parked over 72 hours]

### **REQUIRED ACTION:**

You are hereby notified that this vehicle must be moved or repaired to a compliant state by **[Insert Deadline Date and Time]**.

Failure to remove this vehicle by the date specified above will result in the vehicle being towed and impounded at the owner's expense. Once towed, you will be responsible for all towing charges, daily storage fees, and administrative costs.

If you have any questions or believe this notice was issued in error, please contact:

[Name/Department]

[Phone Number]

[Email Address]

Signed,

[Your Name/Signature]

[Your Title/Company Name]