

NOTICE OF IMPOUNDMENT

Date: [Insert Date]

To: Owner/Operator of the Vehicle described below

Vehicle Make: [Insert Make]

Vehicle Model: [Insert Model]

Color: [Insert Color]

License Plate Number: [Insert License Plate]

State: [Insert State]

VIN (if visible): [Insert VIN]

This letter serves as formal notice that the vehicle described above was found parked without authorization at the following location:

Location: [Insert Property Name/Address]

Date/Time of Removal: [Insert Date and Time]

The vehicle was impounded because it was in violation of posted parking regulations or local ordinances. The vehicle has been towed to and is currently stored at:

Towing Company Name: [Insert Name]

Storage Facility Address: [Insert Address]

Phone Number: [Insert Phone Number]

To recover the vehicle, you must contact the storage facility listed above. You will be required to provide proof of ownership, a valid driver's license, and payment for all towing and storage fees. Fees continue to accrue for every day the vehicle remains in the impound lot.

Failure to claim the vehicle within [Insert Number] days may result in the vehicle being sold or disposed of in accordance with local laws.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]