

**Date:** [Insert Date]

**To:** [Recipient Name/Company Name]

**Address:** [Recipient Address]

**City, State, Zip:** [City, State, Zip]

**Subject: FIRST NOTICE OF UNAUTHORIZED VEHICLE MAINTENANCE**

Dear [Recipient Name],

This letter serves as formal notice regarding unauthorized maintenance performed on the following vehicle:

- **Make/Model:** [Insert Make and Model]
- **Year:** [Insert Year]
- **License Plate:** [Insert Plate Number]
- **VIN:** [Insert VIN Number]

It has come to our attention that maintenance or repair work was performed on [Date] by [Entity/Person who performed work] without prior written authorization from [Company Name/Owner Name].

Pursuant to our [Agreement/Lease/Company Policy], all maintenance and repairs must be pre-approved and conducted by authorized service providers. Unauthorized work may void existing warranties, violate safety protocols, or breach the terms of our contract.

Please be advised of the following requirements moving forward:

- Cease all unauthorized mechanical work immediately.
- Provide detailed documentation and receipts for the work already performed.
- Submit the vehicle to an authorized inspector to ensure the work meets safety standards.

Failure to comply with authorized maintenance procedures in the future may result in [mention consequences, e.g., fines, termination of agreement, or legal action].

Please contact [Name] at [Phone Number/Email] within [Number] days to discuss this matter and provide the requested documentation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Position]

[Company Name]