

# NOTICE: ABANDONED BICYCLE REMOVAL

**Date of Notice:** [Insert Date]

**Location:** [Insert Specific Location/Rack Number]

**Bicycle Description:** [Insert Color, Make, Model, and Distinguishing Features]

Dear Bicycle Owner,

This bicycle has been identified as potentially abandoned because it appears to be inoperable or has remained in this location for an extended period of time without use.

**REMOVAL DEADLINE:** [Insert Date and Time]

If this bicycle is not removed or moved from this location by the deadline stated above, it will be considered abandoned property. Management will remove and impound the bicycle.

To prevent removal, please do one of the following before the deadline:

- Move the bicycle to a private storage area.
- Begin using the bicycle regularly.
- Contact the management office to confirm ownership.

Unclaimed bicycles that are removed will be held for [Number] days, after which they will be disposed of or donated to charity.

If you have any questions, please contact:

[Name of Property Management/Department]

[Phone Number]

[Email Address]

Thank you for your cooperation in keeping our facilities clear.

Sincerely,

[Your Name/Organization Name]