

## **NOTICE OF INTENT TO TOW AND REMOVE VEHICLE**

**Date:** [Insert Date]

**To:** Owner/Operator of the vehicle described below and any other interested parties.

### **VEHICLE INFORMATION:**

**Make/Model:** [Insert Make/Model]

**Color:** [Insert Color]

**License Plate:** [Insert Plate Number/State]

**VIN (if visible):** [Insert VIN]

**Location:** [Insert Specific Location on Property]

This letter serves as official notice that the vehicle described above is currently parked on private commercial property located at [Insert Property Address] without authorization.

According to our records and observations, this vehicle has been parked at this location since [Insert Date]. Under local ordinances and property policy, this vehicle is considered abandoned.

### **REQUIRED ACTION:**

You are hereby notified to remove the vehicle from the premises within [Insert Number, e.g., 72] hours of the date of this notice. The deadline for removal is [Insert Date and Time].

### **CONSEQUENCES OF NON-COMPLIANCE:**

If the vehicle is not removed by the deadline stated above, it will be towed and impounded at the owner's expense. The vehicle will be removed by:

**Towing Company Name:** [Insert Name]

**Phone Number:** [Insert Phone Number]

**Address:** [Insert Tow Yard Address]

Once towed, the vehicle owner will be responsible for all towing fees, daily storage charges, and administrative costs. The property owner assumes no liability for damage to the vehicle during the removal or storage process.

If you believe this notice has been issued in error, please contact the management office immediately at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Company Name]