

Date: [Insert Date]

TO: Owner/Occupant of Vehicle described below

SUBJECT: FIRST WARNING - NOTICE TO REMOVE ABANDONED VEHICLE

This letter serves as an official warning regarding a vehicle currently parked on this property that appears to be abandoned or unauthorized.

Vehicle Description:

- **Make/Model:** [Insert Make/Model]
- **Color:** [Insert Color]
- **License Plate:** [Insert Plate Number]
- **Location:** [Insert Specific Location/Parking Spot]

Our records indicate that this vehicle has remained stationary for [Insert Number] days and/or is in violation of [Insert Policy/Ordinance Name].

Required Action:

Please remove this vehicle or move it to a legal parking location by **[Insert Deadline Date and Time]**. If the vehicle is not moved by this time, it will be subject to towing and impoundment at the owner's expense.

If you believe this notice was issued in error, or if there are extenuating circumstances, please contact management immediately at [Insert Phone Number] or [Insert Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Title]

[Contact Information]