

## NOTICE OF INTENT TO TOW ABANDONED VEHICLE

Date: [Insert Date]

To the Owner/Operator of the following vehicle:

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

This vehicle has been identified as unauthorized or abandoned in the guest parking lot of [Property Name]. Our records and observations indicate that this vehicle has remained stationary for more than [Number] hours/days without valid authorization.

Please be advised that you must remove this vehicle from the premises by [Time] on [Date].

Failure to remove the vehicle by the deadline stated above will result in the vehicle being towed at the owner's sole expense. If towed, the vehicle will be stored at:

[Towing Company Name]  
[Towing Company Address]  
[Towing Company Phone Number]

To dispute this notice or provide proof of authorization, please contact the management office immediately at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Signature]  
[Property Management/Owner Name]  
[Contact Information]