

Date: [Insert Date]

To: [Owner Name, if known, or "Vehicle Owner"]

Address: [Last Known Address of Owner, if applicable]

RE: NOTICE OF INTENT TO TOW ABANDONED VEHICLE

Dear Vehicle Owner/Occupant,

This letter serves as a formal demand for the immediate removal of the following vehicle currently parked on private property located at [Insert Property Address/Description of Location]:

- **Make:** [Insert Make]
- **Model:** [Insert Model]
- **Color:** [Insert Color]
- **License Plate Number:** [Insert Number and State]
- **VIN:** [Insert VIN, if visible]

The aforementioned vehicle is currently unauthorized and is considered abandoned. You are hereby notified that you have **[Insert Number, e.g., 24 or 48] hours** from the date and time of this notice to remove the vehicle from the premises.

Failure to remove the vehicle within this timeframe will result in the vehicle being towed and impounded at your expense. Once towed, you will be responsible for all towing charges, storage fees, and administrative costs incurred by the towing company.

Please contact the undersigned immediately at [Insert Phone Number] if you have any questions or to confirm that the vehicle has been moved.

Sincerely,

[Your Name/Signature]

[Title/Relationship to Property]

[Your Phone Number]

[Your Email Address]