

DATE: [Insert Date]

TO: [Vehicle Owner Name, if known]

ADDRESS: [Insert Address or "Occupant of Property"]

RE: NOTICE TO REMOVE INOPERABLE/ABANDONED VEHICLE

Dear [Name/Property Owner],

This letter serves as formal notice regarding the following vehicle currently located at [Insert Location/Address]:

- **MAKE:** [Insert Make]
- **MODEL:** [Insert Model]
- **COLOR:** [Insert Color]
- **LICENSE PLATE:** [Insert Number]
- **VIN (if visible):** [Insert VIN]

It has been observed that this vehicle is inoperable and/or appears to be abandoned due to [Insert Reason: e.g., flat tires, broken windows, expired registration, or remaining stationary for X days].

According to [Local Ordinance/Homeowners Association Rules/Lease Agreement], the storage of inoperable or abandoned vehicles is prohibited on this property. You are hereby requested to repair, license, or remove the vehicle within [Number of Days, e.g., 72 hours or 7 days] from the date of this notice.

Failure to comply with this request will result in the vehicle being towed and impounded at the owner's expense. Further legal action or fines may also be pursued as permitted by law.

If you have already taken steps to address this matter, or if you believe this notice has been sent in error, please contact [Name/Department] at [Phone Number/Email] immediately.

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Your Phone Number]