

DATE: [Insert Date]

TO: [Owner Name, if known, or "Registered Owner/Current Occupant"]

ADDRESS: [Insert Address of Owner or Place Vehicle is Parked]

RE: NOTICE OF INTENT TO TOW VEHICLE

Dear Vehicle Owner/Interested Party,

This letter serves as official notice that the vehicle described below has been identified as abandoned or parked without authorization on the property located at **[Insert Property Address/Location]**.

VEHICLE INFORMATION:

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

The aforementioned vehicle has been stationary for [Number] days/hours and is in violation of [Insert Specific Property Rule or Local Ordinance].

NOTICE IS HEREBY GIVEN that if this vehicle is not removed from the premises by **[Insert Deadline Time]** on **[Insert Deadline Date]**, it will be towed at the owner's expense.

Once towed, the vehicle will be stored at:

[Name of Towing Company]

[Address of Towing Company]

[Phone Number of Towing Company]

To avoid towing and the resulting storage fees, please remove the vehicle immediately. If you believe this notice was sent in error, please contact the undersigned at the number provided below.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role, e.g., Property Manager]

[Your Phone Number]