

DATE: [Insert Date]

TO: Owner/Resident of [Insert Unit Number/Address if known]
RE: NOTICE OF INTENT TO TOW ABANDONED VEHICLE

Dear Resident/Vehicle Owner,

This letter serves as formal notice regarding the vehicle described below, which is currently parked on the property of [Property Name].

VEHICLE INFORMATION:

Make/Model: [Insert Make/Model]

Color: [Insert Color]

License Plate: [Insert Plate Number and State]

Location: [Insert Specific Parking Spot or Area]

The vehicle listed above has been identified as abandoned or in violation of property parking policies for the following reason(s):

- Expired registration/tags
- Inoperable condition (flat tires, broken glass, etc.)
- Parked in a prohibited area
- Exceeded the maximum allowable time for stationary parking

ACTION REQUIRED:

You are hereby notified that this vehicle must be moved or brought into compliance within [Number of Hours, e.g., 48 or 72] hours of this notice. The deadline for removal is [Insert Time] on [Insert Date].

Failure to remove the vehicle by the date and time specified will result in the vehicle being towed at the owner's sole expense. Once towed, the vehicle will be stored at the following location:

[Insert Name of Towing Company]

[Insert Address of Towing Company]

[Insert Phone Number of Towing Company]

If you believe this notice has been issued in error, please contact the Management Office immediately at [Insert Phone Number].

Sincerely,

Property Management

[Property Name]

[Contact Email/Phone]