

DATE: [Insert Date]

TO: Owner/Resident of [Insert Address or Apartment Number]

FROM: [Property Management/Owner Name]

SUBJECT: NOTICE TO REMOVE ABANDONED/IMPROPERLY PARKED VEHICLE

Dear Resident,

This letter serves as a formal warning regarding the vehicle described below, which is currently parked on the premises at [Insert Location/Parking Lot Name].

- **Make:** [Insert Make]
- **Model:** [Insert Model]
- **Color:** [Insert Color]
- **License Plate:** [Insert Plate Number]
- **Reason for Notice:** [e.g., Expired tags, flat tires, inoperable, unauthorized area]

According to our records and community policies, vehicles must be in operable condition and display valid registration to remain on the property. The aforementioned vehicle appears to be in violation of these terms.

ACTION REQUIRED:

Please remove this vehicle from the property or correct the issue (e.g., inflate tires, update registration) by **[Insert Date and Time]**.

Failure to comply with this notice will result in the vehicle being towed at the owner's expense. Once towed, you will be responsible for all towing fees and storage costs incurred.

If you believe this notice was sent in error, or if the vehicle has already been moved, please contact the management office immediately at [Insert Phone Number].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Property Name/Company Name]