

NOTICE OF INTENT TO TOW ABANDONED VEHICLE

Date: [Insert Date]

To the Owner/Operator of the following vehicle:

Make/Model: [Insert Make/Model]

Color: [Insert Color]

License Plate Number: [Insert Plate Number]

State: [Insert State]

Location of Vehicle: [Insert Specific Location/Address]

Dear Vehicle Owner,

This letter serves as formal notice that the vehicle described above is currently parked on private property without authorization and appears to be abandoned.

Our records and observations indicate that this vehicle has remained stationary at this location since [Insert Date]. This area is reserved for authorized parking only, and your vehicle is in violation of [Insert Property Rule or Local Ordinance Number, if known].

Requirement:

You are required to remove this vehicle from the premises immediately. If the vehicle is not removed by [Insert Time] on [Insert Deadline Date], it will be towed at your expense.

Towing Information:

If the vehicle is towed, it will be taken to:

[Insert Name of Towing Company]

[Insert Towing Company Address]

[Insert Towing Company Phone Number]

All costs associated with the towing and storage of the vehicle will be the sole responsibility of the vehicle owner. Please contact the undersigned immediately if you believe this notice has been issued in error.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Property Name/Management Company]

[Your Phone Number]