

NOTICE OF INTENT TO TOW

Date: [Insert Date]

To the Owner/Driver of the following vehicle:

- Make: [Insert Make]
- Model: [Insert Model]
- Color: [Insert Color]
- License Plate: [Insert License Plate Number]
- Location: [Insert Parking Stall/Area]

This vehicle has been identified as abandoned or parked in violation of the visitor parking regulations at [Insert Property Name]. Our records indicate that this vehicle has remained stationary for more than [Insert Number] consecutive days.

Visitor parking is reserved for short-term guests only. Storage of vehicles in these spaces is strictly prohibited.

Required Action:

The vehicle must be removed from the premises by [Insert Time] on [Insert Date].

Consequences of Non-Compliance:

If the vehicle is not moved by the deadline stated above, it will be towed at the owner's sole expense and risk. This notice serves as your final warning.

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

Sincerely,

[Your Name/Property Management Name]
[Contact Information]