

NOTICE OF INTENT TO TOW

Date: [Insert Date]

To the Owner/Operator of the following vehicle:

Make: [Insert Make]

Model: [Insert Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

Location: [Insert Specific Location/Parking Space Number]

Subject: FINAL WARNING - EXPIRED REGISTRATION

This letter serves as official notification that the vehicle described above is currently in violation of [Property Name/City Ordinance/Homeowners Association] regulations regarding abandoned or unauthorized vehicles.

Our records and a physical inspection indicate that this vehicle has an **expired registration** as of [Insert Expiration Date]. According to our policy, all vehicles parked on these premises must remain in operable condition with current state registration and tags clearly displayed.

Required Action:

To avoid further action, you must do one of the following by [Insert Deadline Date/Time]:

- Provide proof of updated registration to the management office.
- Remove the vehicle from the property.

Failure to Comply:

If the vehicle is not registered or removed by the date specified above, it will be considered abandoned. The vehicle will be towed at the owner's expense without further notice. Please be advised that towing fees, storage fees, and administrative costs will be the sole responsibility of the vehicle owner.

If you believe this notice was sent in error, please contact [Insert Contact Name/Office] immediately at [Insert Phone Number].

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Phone Number]