

Date: [Insert Date]

To: [Owner/Tenant Name]

Address: [Insert Address/Unit Number]

Subject: NOTICE TO REPAIR OR REMOVE INOPERABLE VEHICLE

Dear [Owner/Tenant Name],

This letter is to formally notify you regarding a vehicle currently parked on the property that has been identified as inoperable or in violation of maintenance standards.

Vehicle Description:

Make: [Insert Make]

Model: [Insert Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

Location: [Insert Parking Spot or Area]

Issue Observed:

The vehicle listed above was observed to have [a flat tire / multiple flat tires / other signs of being inoperable]. Per the [Lease Agreement / Homeowners Association Rules], all vehicles parked on the premises must be kept in good working condition and be legally operable.

Required Action:

Please repair the tire(s) or remove the vehicle from the property by [Insert Deadline Date].

Consequences of Non-Compliance:

Failure to address this issue by the date provided above may result in the vehicle being towed at the owner's expense and/or further administrative fines as outlined in your agreement.

If you have already taken steps to resolve this or if the vehicle has already been moved, please disregard this notice. If you have any questions, please contact [Insert Contact Name] at [Insert Phone Number].

Sincerely,

[Your Name/Property Management Name]

[Your Title]

[Your Phone Number]