

Date: [Insert Date]

To: [Guest Name]

Address/Unit: [Insert Unit Number]

RE: NOTICE TO REMOVE INOPERABLE VEHICLE

Dear [Guest Name],

This letter is to formally notify you regarding the vehicle currently parked at [Insert Location/Parking Space Number].

The vehicle is described as follows:

Make: [Insert Make]

Model: [Insert Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

It has been observed that this vehicle is inoperable due to [Reason: e.g., flat tires, expired registration, mechanical damage, leaking fluids].

According to our [Property/Association/Rental] policies, all vehicles parked on the premises must be in good working condition and properly registered. Inoperable vehicles are not permitted to remain on the property.

Please arrange for the repair or removal of this vehicle by [Insert Deadline Date/Time].

Failure to remove the vehicle by the specified date may result in the vehicle being towed at your expense in accordance with local laws and property regulations.

Thank you for your immediate cooperation in this matter.

Sincerely,

[Your Name/Signature]

[Title/Property Management]

[Phone Number]