

NOTICE OF INTENT TO IMPOUND

Date: [Insert Date]

To the Owner/Resident of: [Insert Address or Apartment Number]

RE: Notice for Inoperable Vehicle

Vehicle Description:

Make: [Insert Make]

Model: [Insert Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

This letter serves as official notice that the vehicle described above has been identified as inoperable or abandoned. Specifically, the vehicle has the following issues: [e.g., flat tires, expired registration, broken windows, or has not moved in X days].

According to [Property Rules/City Ordinance], all vehicles parked on this premises must be in operable condition and display current registration. Failure to repair or remove the vehicle will result in it being towed and impounded at the owner's expense.

Required Action:

You must repair, properly register, or remove this vehicle by [Insert Time] on [Insert Deadline Date].

If the vehicle is not brought into compliance by the deadline stated above, it will be removed without further notice. Please contact the management office immediately if you have any questions or have already taken steps to rectify this issue.

Sincerely,

[Your Name/Company Name]

[Your Phone Number]

[Your Email Address]