

DATE: [Insert Date]

TO: [Property Owner/Resident Name]

ADDRESS: [Property Address]

RE: NOTICE OF VEHICLE CODE VIOLATION

Dear [Resident Name],

This letter serves as a formal warning regarding an inoperable vehicle currently located on your property or the adjacent street at [Specific Location/Address].

Vehicle Description:

- **Make:** [Make]
- **Model:** [Model]
- **Color:** [Color]
- **License Plate:** [Plate Number]

The vehicle has been identified as inoperable due to the following reason(s):

- [e.g., Expired registration tags]
- [e.g., Flat tires or missing wheels]
- [e.g., Major mechanical disassembly]
- [e.g., Broken windows or body damage]

According to [Local Ordinance/Association Rule Number], all vehicles must be in operable condition and properly registered. You are required to bring this vehicle into compliance or remove it from the premises by [Deadline Date].

Failure to rectify this situation by the date mentioned above may result in further action, including fines or the towing of the vehicle at the owner's expense.

If you have already addressed this issue or believe this notice was sent in error, please contact our office immediately at [Phone Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Department]

[Organization/Agency Name]