

NOTICE OF INTENT TO TOW VEHICLE

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 Spot]

This vehicle has been identified as inoperable or in violation of parking regulations for the following reason(s):

- ☐ Flat tire(s)
- ☐ Expired or missing registration tags
- ☐ Leaking fluids
- ☐ Broken windows/major body damage
- ☐ Vehicle has not moved in [Number] days
- ☐ Other: [Specify Reason]

Please be advised that you have **[Number, e.g., 48 or 72] hours** from the date and time of this notice to repair the vehicle, move it to a legal location, or remove it from the premises.

Failure to comply will result in the vehicle being towed at the owner's expense. If towed, the vehicle will be taken to:

[Towing Company Name]

[Towing Company Address]

[Towing Company Phone Number]

To prevent towing, please contact the management office immediately at [Your Phone Number].

Sincerely,

[Your Name/Property Management Name]

[Contact Information]