

[Your Name/Company Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Vehicle Owner Name]
[Owner Address]
[City, State, Zip Code]

RE: Notice of Towed Inoperable Vehicle - [Vehicle Make/Model] - [License Plate/VIN]

Dear [Vehicle Owner Name],

This letter is to formally notify you that your vehicle was towed on [Date of Tow] from [Location of Tow] because it was determined to be inoperable and in violation of [Local Ordinance/Property Policy].

Vehicle Details:

Make/Model: [Vehicle Make/Model]
Year: [Year]
License Plate: [License Plate Number]
VIN: [Vehicle Identification Number]

Storage Location:

The vehicle is currently being held at:
[Towing Company Name]
[Towing Company Address]
[Towing Company Phone Number]

Release Requirements:

To reclaim your vehicle, you must provide:

1. Proof of ownership (Title or Registration).
2. Valid government-issued photo identification.
3. Payment for all towing and storage fees accrued to date.

Important Notice:

Daily storage fees are currently [Amount] per day. If the vehicle is not claimed within [Number] days, it may be subject to public auction or disposal in accordance with state and local laws.

If you believe this vehicle was towed in error, please contact [Department/Name] at [Phone Number] immediately.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]