

Date: [Date]

To:

[Towing Company Name]
[Towing Company Address]
[City, State, Zip Code]

From:

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

RE: Formal Complaint for Unauthorized Towing of Vehicle

Dear [Towing Company Management or Name],

I am writing to formally contest the towing of my vehicle on [Date of Tow] from [Location/Address of Tow].

Vehicle Information:

Make/Model: [Vehicle Make/Model]
Color: [Vehicle Color]
License Plate: [Plate Number]
VIN: [VIN Number, if known]

My vehicle was towed under the classification of being an "inoperable vehicle." However, I contend that this tow was unauthorized and improper for the following reason(s):

- The vehicle was not inoperable and is in working condition.
- No prior warning or notice was affixed to the vehicle as required by [Local Ordinance/State Law].
- The vehicle was parked on private property with the owner's permission.
- The vehicle was undergoing active repairs and was not abandoned.

I am requesting an immediate refund of all towing and storage fees paid in the amount of \$[Amount Paid]. Attached are copies of the receipt and evidence showing the vehicle's status at the time of the tow.

Please respond to this letter within [Number of Days] days. If this matter is not resolved, I will be forced to escalate this complaint to the [Local Better Business Bureau/Department of Transportation] and pursue legal action in small claims court.

Sincerely,

[Your Signature]

[Your Printed Name]