

FINAL NOTICE: INTENT TO TOW VEHICLE

Date: [Insert Date]

TO: Owner/Operator of the vehicle described below:

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

Location of Vehicle: [Insert Specific Location/Parking Space Number]

This letter serves as a formal and final warning that the vehicle described above is currently in violation of parking regulations for the following reason(s):

[Insert Reason, e.g., Expired Registration, Parking in a Fire Lane, Abandoned, Unauthorized Space]

REQUIRED ACTION:

To avoid towing, you must remove the vehicle or correct the violation by **[Insert Time]** on **[Insert Date]**.

If the vehicle is not moved or the violation is not resolved by the deadline stated above, the vehicle will be towed at the owner's expense without further notice. If towed, the vehicle will be taken to:

Impound Lot Name: [Insert Name]

Address: [Insert Address]

Phone Number: [Insert Phone Number]

Please note that towing, storage, and administrative fees will be the sole responsibility of the vehicle owner.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]