

NOTICE OF TOWING

Date: [Date]

To the Owner/Operator of Vehicle:

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

RE: ILLEGAL PARKING VIOLATION (DOUBLE PARKING)

This letter serves as formal notice that your vehicle has been identified as being illegally double-parked at the following location: [Address/Location Description].

Double parking is a violation of [Property Rules/City Ordinance] as it obstructs the flow of traffic and prevents other vehicles from exiting their designated parking spaces.

ACTION TAKEN:

Due to this violation, your vehicle has been towed at your expense. Your vehicle has been relocated to the following impound facility:

Towing Company Name: [Towing Company Name]

Address: [Towing Company Address]

Phone Number: [Towing Company Phone Number]

To recover your vehicle, you will be required to provide proof of ownership and pay all applicable towing and storage fees directly to the towing company.

Please ensure that future parking conforms to all posted regulations to avoid further enforcement action.

Regards,

[Your Name/Signature]

[Your Title/Organization]

[Contact Information]