

NOTICE OF PARKING VIOLATION: ABANDONED 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/Address]

This letter serves as official notification that the vehicle described above has been identified as abandoned. Our records or observations indicate that this vehicle has remained stationary at this location for more than [Insert Number of Days/Hours] without authorization.

Under [Insert Local Ordinance or Policy Name], a vehicle is considered abandoned if it is inoperable, unlicensed, or has not been moved for an extended period. This constitutes a violation of parking regulations.

Required Action:

You are required to remove this vehicle from the premises or move it to a legal parking space by [Insert Deadline Date and Time].

Consequences of Non-Compliance:

If the vehicle is not moved by the deadline stated above, the following actions may be taken without further notice:

- The vehicle may be towed and impounded at the owner's expense.
- Daily storage fees may be applied.
- A formal citation or fine may be issued.

If you believe this notice has been issued in error, or if the vehicle is disabled and you are currently arranging for its repair/removal, please contact [Insert Department/Name] immediately at [Insert Phone Number].

Thank you for your prompt cooperation.

Sincerely,

[Your Name/Signature]

[Your Title/Organization]

[Contact Information]