

DATE: [Insert Date]

TO: [Insert Owner/Driver Name, if known]

VEHICLE DESCRIPTION: [Insert Make, Model, Color]

LICENSE PLATE: [Insert Plate Number]

NOTICE OF INTENT TO TOW

Dear Vehicle Owner/Operator,

Your vehicle is currently parked in a manner that blocks access to the waste disposal containers (dumpsters) located at [Insert Address/Location Description].

This area is designated for waste management pickup only. Because your vehicle is obstructing these containers, the waste removal service is unable to perform scheduled collection, creating a sanitation and safety hazard for the property.

Please move your vehicle immediately.

If the vehicle is not moved by [Insert Time] on [Insert Date], it will be towed at your expense by [Insert Towing Company Name] to the following impound location:

[Insert Towing Company Address]

[Insert Towing Company Phone Number]

Please be advised that all towing and storage fees incurred will be your sole responsibility.

Sincerely,

[Your Name/Property Management Name]

[Your Phone Number]