

NOTICE OF INTENT TO TOW VEHICLE

Date: [Insert Date]

To the Owner/Occupant of the Vehicle:

VEHICLE INFORMATION:

Make: [Insert Make]

Model: [Insert Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

Location: [Insert Specific Location/Parking Stall]

This letter serves as official notice that the vehicle described above is currently in violation of [Property Name/City Code] regulations regarding expired registration. Our records indicate that the registration tags on this vehicle expired on [Insert Expiration Date].

REQUIRED ACTION:

To avoid towing, you must do one of the following by [Insert Deadline Time] on [Insert Deadline Date]:

- Provide proof of current registration to the [Management Office/Security Office].
- Update the physical tags/stickers on the vehicle license plate.
- Remove the vehicle from the premises.

CONSEQUENCES OF NON-COMPLIANCE:

If the vehicle is not brought into compliance or removed by the deadline stated above, it will be towed at the owner's expense. The vehicle will be stored at:

[Insert Towing Company Name]

[Insert Towing Company Address]

[Insert Towing Company Phone Number]

Please contact [Insert Contact Name/Department] at [Insert Phone Number] if you have any questions or if the vehicle has already been registered.

Sincerely,

[Your Name/Organization Name]

[Your Title]

[Your Contact Information]