

**DATE:** [Insert Date]

**TO:** [Vehicle Owner Name, if known]

**ADDRESS:** [Vehicle Owner Address, if known]

**RE: NOTICE OF INTENT TO TOW VEHICLE**

Dear [Name/Property Resident],

This letter serves as a formal notice regarding the vehicle described below, which is currently parked in a designated handicap parking space at [Insert Property Address/Location Name].

**VEHICLE DETAILS:**

Make/Model: [Insert Make and Model]

Color: [Insert Color]

License Plate Number: [Insert Plate Number]

State: [Insert State]

The aforementioned vehicle is parked in a space reserved exclusively for individuals with disabilities without displaying a valid handicap placard or license plate, as required by [State/Local] law and property regulations.

Please be advised that you have [Insert Number, e.g., 24] hours from the time of this notice to move your vehicle to a standard parking space. Failure to relocate the vehicle will result in it being towed at your expense.

If the vehicle is towed, it will be taken to:

[Insert Towing Company Name]

[Insert Towing Company Address]

[Insert Towing Company Phone Number]

Thank you for your immediate cooperation in keeping these spaces available for those who need them.

Sincerely,

[Your Name/Signature]

[Your Title/Position]

[Property Management/Homeowners Association Name]