

NOTICE OF INTENT TO TOW VEHICLE

Date: [Date]

To: [Owner Name/Occupant]

Address: [Property Address]

Vehicle Location: [Specific Location on Property]

RE: INOPERABLE VEHICLE NOTICE

This letter serves as formal notice regarding the following vehicle currently located on the property:

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Color: [Vehicle Color]
- License Plate: [Plate Number/State]
- VIN (if known): [VIN Number]

The vehicle mentioned above has been identified as inoperable due to: [Reason, e.g., expired registration, flat tires, dismantled parts, or leaking fluids].

Under the terms of [Lease Agreement Section/Homeowner Association Rules/City Ordinance], all vehicles kept on the premises must be in operable condition and display current registration. Inoperable vehicles are not permitted to remain on the property.

REQUIRED ACTION:

You are hereby requested to repair the vehicle to an operable state or remove it from the property by [Deadline Date and Time].

FAILURE TO COMPLY:

If the vehicle is not repaired or removed by the deadline stated above, it will be towed at the owner's expense without further notice. The vehicle will be taken to [Towing Company Name/Address] and will be subject to storage fees.

Please contact the undersigned at [Phone Number] or [Email Address] if you have questions or have already taken steps to resolve this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]