

DATE: [Current Date]

TO: Owner/Operator of Vehicle [License Plate Number]

VEHICLE DESCRIPTION: [Make, Model, Color]

NOTICE OF INTENT TO TOW: REPEAT PARKING VIOLATION

Dear Vehicle Owner/Operator,

This letter serves as a formal notice regarding your repeated parking violations at [Property Name/Address]. Our records indicate that your vehicle has been cited for unauthorized parking on the following dates:

- [Date of 1st Violation]
- [Date of 2nd Violation]
- [Date of 3rd Violation]

Despite previous warnings, your vehicle continues to be parked in violation of the posted rules and regulations. Specifically: [State violation, e.g., parking in a fire lane, blocking access, or parking without a permit].

FINAL WARNING: Please be advised that because you are a repeat offender, this vehicle is now subject to immediate towing at your expense. No further warnings will be issued. If this vehicle is found on the premises in violation of parking policies again, it will be removed immediately by [Towing Company Name].

To avoid towing and storage fees, please ensure your vehicle is parked in accordance with all marked signs and community guidelines.

If you have questions regarding this notice, you may contact the management office at [Phone Number].

Sincerely,

[Your Name/Signature]

[Title/Position]

[Property Management/Company Name]