

Date: [Insert Date]

To: [Owner/Driver Name, if known]

Address: [Insert Address, if known]

RE: NOTICE OF UNAUTHORIZED VEHICLE TRESPASSING

Vehicle Description:

- **Make/Model:** [Insert Make/Model]
- **Color:** [Insert Color]
- **License Plate Number:** [Insert Plate Number]
- **State:** [Insert State]

To the owner/operator of the vehicle described above:

This letter serves as a formal notice that your vehicle has been parked on private property located at **[Insert Property Address/Lot Name]** without authorization.

Please be advised of the following:

- The parking lot is private property reserved exclusively for [Insert Permitted Users, e.g., tenants, customers, or employees].
- Your vehicle does not display a valid permit and/or is not authorized to occupy this space.
- Unauthorized parking is considered trespassing under local and state laws.

REQUIRED ACTION:

You are hereby requested to remove your vehicle immediately. Failure to comply with this notice will result in the vehicle being towed and impounded at your expense, or the issuance of a private parking citation.

If your vehicle remains on the premises after [Insert Date/Time], further enforcement action will be taken without additional notice.

Sincerely,

[Your Name/Company Name]
[Property Manager/Owner Title]
[Contact Phone Number]