

DATE: [Insert Date]

NOTICE TO THE OWNER/OCCUPANT OF THE FOLLOWING VEHICLE:

- **Make:** [Insert Make]
- **Model:** [Insert Model]
- **Color:** [Insert Color]
- **License Plate:** [Insert Plate Number]
- **VIN (if visible):** [Insert VIN]

LOCATION OF VEHICLE: [Insert Specific Location/Address]

This letter serves as a formal notice that the vehicle described above has been identified as abandoned or parked in violation of [Insert Local Ordinance or Property Rules].

You are hereby requested to remove this vehicle from its current location within [Insert Number, e.g., 48 or 72] hours from the date of this notice.

FAILURE TO REMOVE THE VEHICLE:

If the vehicle is not moved by [Insert Deadline Date and Time], it will be towed and impounded at the owner's expense. All towing fees, storage charges, and administrative costs will be the responsibility of the vehicle owner.

To prevent further action, please ensure the vehicle is moved immediately. If you believe this notice has been issued in error, please contact the undersigned at the information provided below.

Sincerely,

[Your Name/Property Manager Name]

[Company/Organization Name]

[Phone Number]

[Email Address]