

[Company Name/Property Management Name]
[Address]
[City, State, Zip Code]
[Phone Number]
[Date]

[Vehicle Owner Name]
[Vehicle Owner Address]
[City, State, Zip Code]

RE: CONFIRMATION OF VEHICLE REMOVAL

Dear [Vehicle Owner Name],

This letter serves as formal confirmation that the vehicle described below has been removed from [Location/Address] on [Date of Removal] at approximately [Time].

Vehicle Details:

- **Make:** [Vehicle Make]
- **Model:** [Vehicle Model]
- **Color:** [Vehicle Color]
- **License Plate Number:** [Plate Number]
- **VIN:** [Vehicle Identification Number]

Reason for Removal:

[Reason: e.g., Unauthorized parking, expired registration, abandoned vehicle, or owner request].

Storage Information:

The vehicle is currently being held at:
[Towing Company/Storage Facility Name]
[Facility Address]
[Facility Phone Number]

To retrieve the vehicle, you may be required to provide proof of ownership, a valid driver's license, and payment for any outstanding towing or storage fees. Please contact the facility directly to confirm the total amount due and their hours of operation.

If you have any questions regarding this matter, please contact [Name/Department] at [Phone Number].

Sincerely,

[Signature]
[Printed Name]
[Title/Position]