

Notification of Unauthorized Towing Incident

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

City, State, Zip: [City, State, Zip]

Dear [Recipient's Name],

We are writing to inform you about an incident involving the unauthorized towing of your vehicle on [Date of Incident]. Your vehicle, a [Make, Model, Year], with license plate number [License Plate Number], was towed from [Location] without your consent.

The towing company responsible for this action is [Towing Company Name], and they can be reached at [Towing Company Phone Number]. According to our records, there was no valid reason for the towing of your vehicle.

We apologize for any inconvenience this may have caused, and we recommend contacting the towing company as soon as possible to resolve this matter. Enclosed are relevant documents and details regarding the towing incident.

Thank you for your attention to this matter. Should you have any further questions or require additional assistance, please feel free to reach out to us.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Contact Information]