

Abandoned Vehicle Notification

Date: [Insert Date]

To: [Owner's Name]

Address: [Owner's Address]

Dear [Owner's Name],

This letter is to inform you that your vehicle, a [make, model, year], with license plate number [license plate number], has been identified as abandoned at [location where the vehicle is located].

According to local regulations, vehicles must be moved within a specified timeframe to avoid penalties or removal. Please be advised that if the vehicle is not removed within [number of days] days from the date of this notice, it may be towed at your expense.

If you believe this notice has been sent in error or if you have already taken steps to address this issue, please contact our office at [contact information] by [response deadline].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]