

Inoperable Vehicle Notice

Date: _____

To: [Vehicle Owner's Name]

[Owner's Address]

City, State, Zip Code

Dear [Vehicle Owner's Name],

This notice is to inform you that your vehicle, identified by the following information:

- Make: [Vehicle Make]
- Model: [Vehicle Model]
- Year: [Vehicle Year]
- VIN: [Vehicle Identification Number]

has been deemed inoperable and is in violation of local regulations regarding abandoned/inoperable vehicles.

You are required to remove the vehicle from [Location/Address] by [Deadline Date]. Failure to do so may result in further action, including towing and fines.

If you believe this notice has been issued in error, please contact us at [Contact Information] within 10 days of receiving this letter.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization/Agency Name]

[Contact Information]