

Summons for Abandoned Vehicle Removal

Date: [Insert Date]

To: [Owner's Name]

[Owner's Address]

Subject: Notice of Abandoned Vehicle Removal

Dear [Owner's Name],

This letter serves as a formal summons regarding the abandoned vehicle located at [Insert Vehicle Location]. The vehicle is described as follows:

- Make: [Insert Vehicle Make]
- Model: [Insert Vehicle Model]
- Color: [Insert Vehicle Color]
- VIN: [Insert Vehicle Identification Number]

Please be advised that this vehicle has been deemed abandoned as defined by [insert relevant local ordinance or law]. Accordingly, you are hereby notified to remove the vehicle from the location specified by [Insert Removal Date, typically 10-14 days from the date of notice].

Failure to comply with this notice will result in the removal of the vehicle at your expense and possible legal action.

If you have any questions or require further assistance, please contact [Insert Contact Information].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]