

Company Letterhead

Date

John Doe
Street Address
City, State Zip

This letter is to inform you, your Vehicle Description, Vehicle, License number XXX 000 (MN), VIN. # _____ has been impounded and towed from, Address of Towed Customer, by Towing Operator, or Police Department, on Date to Place of Towing Operation. The cost of the Tow is \$_____; administration fee \$_____, and storage accumulates on the vehicle at \$_____ a day until claimed.

You have the right to reclaim the vehicle under section 168B.07 after paying the charges against the vehicle. Failure to reclaim the vehicle and contents within 45 days will be deemed a waiver of all rights, title and interest in the vehicle and contents and a consent to transfer title and to dispose of or sell the vehicle and contents pursuant to section 168B.08)M.S. 168B.06(1)

Would you please advise us on this matter and how you would like to handle the payment of these charges so we may resolve this matter and return your vehicle to you? If we don't hear from you within 45 days we will assume you are not interested in your vehicle and we will dispose of it according to the law under Statute 168.B.08. At that time we will pursue our legal options to collect the amount due.

The **registered** vehicle owner that can provide documentation from a government or nonprofit agency or legal aid office, stating the **registered** owner is homeless, receives relief based on need or is eligible for legal aid services or has a household income at or below 50 percent of state median income can retrieve vehicle **content** without charge within the appropriate time allowed and under the conditions set forth in section 168B.07, subdivision 3. Police impounded vehicles require a vehicle release of contents from impounding police agency.

If you have any questions please contact our offices by phone (XXX) XXX-XXXX during the hours of 8:00am to 4:00pm Monday thru Friday.

First Request

Company Letterhead

John Doe
Street Address
City, State Zip

Date

Dear John,

This is to inform you that you, your Vehicle Description, Vehicle, License number, XXX 000 (MN), VIN. # _____ was impounded and towed from, Address of Towed Customer, by Towing Operator, or Police Department, on Date. The original Tow bill was \$ _____; administration fee \$ _____, and the accumulated storage as of this date is _____ for a total due today of \$ _____.

Storage is continuing to accumulate at \$ _____ per day.

Would you please advise us on this matter and how you would like to handle the payment of these charges so we may resolve this matter and return your vehicle to you? If we don't hear from you within **15** days we will assume you are not interested in your vehicle and we will dispose of it according to the law under Statute 168.B.08. At that time we will pursue our legal options to collect the amount due.

The **registered** vehicle owner that can provide documentation from a government or nonprofit agency or legal aid office, stating the **registered** owner is homeless, receives relief based on need or is eligible for legal aid services or has a household income at or below 50 percent of state median income can retrieve vehicle **content** without charge within the appropriate time allowed and under the conditions set forth in section 168B.07, subdivision 3. Police impounded vehicles require a vehicle release of contents from impounding police agency.

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Second Request