

«today»

«head\_of\_household»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «head\_of\_household»:

Re: Lease violation

As a result of your vehicle not being moved during the last snowfall, a «mgmt\_company» representative had to shovel around it. The terms of your lease and the community rule book clearly specify that it is necessary for vehicles to be moved for snowplowing.

The purpose of this letter is to inform you that if your vehicle is not moved the next time snowplowing is in process, it will be towed from the property at your expense. Below is an invoice for \$35.00 for the labor of removing the snow from around your vehicle.

### **I N V O I C E**

Labor to shovel around vehicle  
(not moved when required)

**\$35.00**

PLEASE MAKE YOUR CHECK OUT TO «mgmt\_company» AND REMIT PAYMENT  
WITHIN THIRTY (30) DAYS.

Thank you,

«rental\_agent»

cc: Accounting Department