NOTICE: VEHICLE LEFT AT SHOP

Shop Sample Auto Repair **Address** 123 Main St

City Anytown, OH 00000 **Phone** (555) 010-0100

Date 2026-11-04 **Sent by certified mail**

Customer Jane Doe **Address** 456 Oak Ave

City Anytown, OH 00000

Vehicle 2016 Honda Accord **VIN** 1HGCM00000A000000 **Plate** SAMPLE OH

RO / invoice 1042 / INV 1001 **Ready date** 2026-10-20 **Amount due** $465.34

Storage (only if allowed in your state)

Rate **Start date**

Pickup deadline 2026-11-18

How to pay / contact

Call or text the shop to pay and schedule pickup.

State-required notice

[Insert any notice your state requires]

Signature **Advisor** John Smith

Laws vary by state; check your state's requirements.

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