

This sample letter is being provided to you by the Travis County Sheriff's Office, Auto Theft Task Force. This sample letter is an example of the demand letter you must send when making a report of Unauthorized Use of a Motor Vehicle. This is only a sample and is not intended as legal advice. If you have questions regarding the wording of any demand letter you should consult with an attorney.

Date
Your Full Name
Your Complete Address

Attention Mr. or Ms. _____

I am writing this letter to inform you that I have filed an Unauthorized Use of a Motor Vehicle report with the Travis County Sheriff's Office, Auto Theft Task Force. I am demanding the immediate return of my vehicle, described as (Completely describe vehicle: Year model, Make, Model, License plate number and VIN number), within 10 days of the date on this letter. If my vehicle is not returned within 10 days, I am prepared to proceed with criminal charges against you for Unauthorized Use of a Motor Vehicle.

Your signature
