

**Date:** [Insert Date]

**To:** [Resident Name]

**Address:** [Resident Address/Unit Number]

**Subject: Welcome to [Community Name] - Vehicle Registration Required**

Dear Resident,

Welcome to [Community Name]! To ensure the security of our gated community and to manage parking effectively, all residents are required to register their vehicles with the Management Office.

Please provide the following information for each vehicle:

- Make and Model
- Year and Color
- License Plate Number
- Proof of Insurance

Once registered, you will receive a [Permit/Decal/RFID Tag] which must be displayed on your vehicle at all times while on the premises. This permit grants you access through the resident gate and authorizes parking in designated areas.

**Registration Deadline:** [Insert Date]

You may complete your registration by visiting the Management Office during business hours or by completing the attached form and returning it via email to [Email Address].

Failure to register your vehicle may result in restricted access or towing at the owner's expense. We appreciate your cooperation in keeping our community safe and organized.

Sincerely,

[Your Name/Property Manager Name]

[Community Name] Management

[Phone Number]

[Website/Portal]