

**DATE:** [Insert Date]

**TO:** Owner/Operator of Vehicle [Insert Vehicle Make/Model]

**LICENSE PLATE:** [Insert Plate Number]

**LOCATION:** [Insert Parking Space Number or Area]

**SUBJECT: WARNING - EXPIRED VEHICLE REGISTRATION**

Dear Resident/Tenant/Visitor,

This letter serves as a formal warning regarding the vehicle identified above, which is currently parked on the premises of [Insert Property Name].

Upon inspection on [Insert Inspection Date], it was noted that the registration for this vehicle is expired. According to the terms of your lease agreement and/or the posted property parking regulations, all vehicles parked on this commercial property must maintain current and valid registration tags at all times.

**Required Action:**

Please update your vehicle registration or remove the vehicle from the property within [Insert Number of Days, e.g., 72] hours of this notice.

**Consequences:**

Failure to bring the vehicle into compliance by [Insert Deadline Date] may result in the vehicle being towed at the owner's expense without further notice. Additionally, repeated violations may result in the revocation of parking privileges.

If you believe this notice was sent in error, or if the registration has already been updated and tags are in transit, please contact the Management Office immediately at [Insert Phone Number].

Thank you for your prompt cooperation in maintaining the standards of our property.

Sincerely,

[Your Name/Signature]

[Property Management Name]

[Contact Information]