

**Date:** [Insert Date]

**To:** [Employee/Owner Name]

**Vehicle Description:** [Make/Model/Color]

**License Plate:** [License Plate Number]

**Subject: FIRST WARNING: Expired Vehicle Registration**

Dear [Name],

This is a formal warning regarding your vehicle currently parked on [Company/Property Name] premises. During a routine inspection, it was observed that your vehicle registration expired on [Date].

According to our policy, all vehicles parked on this property must maintain valid and up-to-date registration and state inspection tags. Operating or parking an unregistered vehicle is a violation of [Policy Number/Safety Regulation].

**Required Action:**

Please renew your vehicle registration and provide proof of renewal to [Department/Name] by [Deadline Date].

Failure to update your registration by the date listed above may result in further disciplinary action, including the loss of parking privileges or the towing of the vehicle at your expense.

If you have already renewed your registration and are waiting for the new tags to arrive, please provide documentation of the renewal immediately.

Sincerely,

[Your Name]

[Your Title]

[Company Name]