

Date: [Insert Date]

To: [Owner Name]

Address: [Owner Address]

City, State, Zip: [City, State, Zip]

Subject: INITIAL WARNING: Expired Vehicle Registration

Dear [Owner Name],

This letter is to formally notify you that the vehicle registration for the vehicle listed below has expired:

- **Vehicle Make/Model:** [Insert Make/Model]
- **License Plate Number:** [Insert Plate Number]
- **Expiration Date:** [Insert Date of Expiration]

Our records indicate that this vehicle is currently parked on the premises located at [Insert Property Address/Location Name]. According to our policy, all vehicles kept on this property must maintain a current and valid registration.

Required Action:

Please renew your vehicle registration and provide proof of renewal to [Insert Department/Person Name] by [Insert Deadline Date]. Alternatively, you may remove the vehicle from the property.

Failure to bring the vehicle into compliance by the date mentioned above may result in further action, which may include [Insert Consequence, e.g., towing at owner's expense or fines].

If you have already renewed your registration or believe this notice was sent in error, please contact [Insert Contact Name/Phone Number] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Organization Name]

[Your Title]

[Your Contact Information]