

**Date:** [Insert Date]

**To:** [Resident Name]

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

**RE: NOTICE OF EXPIRED VEHICLE REGISTRATION**

Dear [Resident Name],

During a recent inspection of the parking areas at [Property Name], the following vehicle was identified as having expired registration tags:

- **Vehicle Make/Model:** [Insert Make/Model]
- **Color:** [Insert Color]
- **License Plate Number:** [Insert Plate Number]
- **Expired Date Observed:** [Insert Date]

Per the terms of your Lease Agreement and the Community Rules and Regulations, all vehicles parked on the premises must maintain current registration and be in operable condition. Vehicles with expired registration are subject to towing at the owner's expense.

**Required Action:**

Please update your vehicle registration and ensure the current tags are properly displayed. You have until **[Insert Deadline Date]** to rectify this matter or remove the vehicle from the property.

If you have already renewed your registration but have not yet received your tags, please provide proof of renewal to the Management Office immediately to avoid further enforcement action.

Thank you for your prompt cooperation in keeping our community compliant.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company Name]

[Contact Phone Number]