

**DATE:** [Insert Date]

**TO:** [Resident Name]

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

**SUBJECT: WARNING - EXPIRED VEHICLE REGISTRATION**

Dear Resident,

This letter serves as a formal notice regarding the vehicle parked on the premises identified below:

- **Vehicle Make/Model:** [Insert Make/Model]
- **Color:** [Insert Color]
- **License Plate Number:** [Insert Plate Number]
- **Location:** [Insert Parking Space or Area]

During a recent inspection, it was noted that the registration for this vehicle has expired. According to our community policies and local regulations, all vehicles parked on this property must maintain current registration and display valid tags at all times.

**Action Required:**

Please update your vehicle registration and ensure valid tags are displayed immediately. You have until **[Insert Deadline Date]** to resolve this issue.

Failure to comply may result in further action, which may include fines or the vehicle being towed at the owner's expense as per the terms of your lease agreement.

If you have already updated your registration or if you believe this notice was sent in error, please contact the management office at [Insert Phone Number] or [Insert Email Address] as soon as possible.

Thank you for your prompt attention to this matter and for helping keep our community in compliance.

Sincerely,

[Your Name/Property Management Name]  
[Company Name]