

DATE: [Insert Date]

NOTICE TO OWNER/OPERATOR OF VEHICLE:

Vehicle Make: [Insert Make]

Vehicle Model: [Insert Model]

Color: [Insert Color]

License Plate #: [Insert Plate Number]

Location: [Insert Parking Space or Address]

SUBJECT: FINAL WARNING - EXPIRED REGISTRATION

Dear Vehicle Owner,

This letter serves as an official warning regarding the vehicle listed above, which is currently parked on this property with expired registration tags. According to our records and property policy, all vehicles parked on these premises must maintain current and valid registration at all times.

REQUIRED ACTION:

You are required to update your vehicle registration and display valid tags, or remove the vehicle from the property by **[Insert Time]** on **[Insert Date]**.

FAILURE TO COMPLY:

If the vehicle is not brought into compliance or removed by the deadline stated above, the vehicle will be towed at the owner's expense without further notice. Please be advised that towing fees, storage fees, and administrative costs will be the sole responsibility of the vehicle owner.

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

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Property Management Name]

[Contact Phone Number]

[Office Address]