

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number / Address]

Subject: WARNING - Expired Handicap Parking Placard

Dear Resident,

This letter is to inform you that during a routine inspection of the parking facilities, it was noted that the handicap parking placard displayed in your vehicle (Vehicle Info: [Make/Model/Plate]) has expired. The expiration date listed on the placard is [Insert Expiration Date].

To continue utilizing designated handicap parking spaces on this property, a valid and current state-issued permit must be visible at all times. Use of these spaces with an expired permit is a violation of the community parking rules and local regulations.

Action Required:

- Please update your placard with the Department of Motor Vehicles immediately.
- Provide a copy of the renewed permit to the Management Office by [Insert Deadline Date].
- Do not park in designated handicap spaces until your new permit is active and displayed.

Failure to rectify this matter may result in further action, including fines or the towing of your vehicle at your expense. If you have already renewed your permit and it is currently in the mail, please contact us immediately to update our records.

Thank you for your prompt attention to this matter and for helping us ensure accessible parking is available for those who need it.

Sincerely,

[Your Name/Property Manager Name]
[Property Name/Building Management]
[Phone Number]