

Date: [Insert Date]

To: Resident(s) of Unit [Insert Unit Number]

Subject: Notice of Expired License Plates

Dear Resident,

This letter is a formal notice regarding the vehicle parked on the premises described below:

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

During a recent inspection, it was noted that the license plates on this vehicle are expired. According to your Lease Agreement and the Community Rules and Regulations, all vehicles parked on the property must maintain current registration and valid tags at all times.

Please update your vehicle registration by **[Insert Deadline Date]**. Once the tags have been updated, please notify the management office.

Failure to bring the vehicle into compliance may result in further action, including the vehicle being towed at the owner's expense as outlined in your lease.

If you believe this notice was sent in error, or if you have already renewed your registration and are waiting for the tags to arrive, please contact the office immediately at [Insert Phone Number].

Thank you for your cooperation in keeping our community in compliance.

Sincerely,

[Insert Property Manager Name]

[Insert Apartment Community Name] Management