

Date: [Date]

To: [Resident Name]

Address: [Property Address]

Unit Number: [Unit Number, if applicable]

Subject: NOTICE OF VEHICLE REGISTRATION VIOLATION

Dear [Resident Name],

This letter is to formally notify you of a violation regarding the community vehicle registration rules at [Community Name].

During a recent inspection on [Date of Inspection], the following vehicle associated with your address was found to be in violation:

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

The specific violation is:

[Insert description, e.g., Expired tags, failure to register with the HOA/Management office, or missing community permit sticker].

According to [Section/Article Number] of the Community Rules and Regulations, all residents must maintain current registration and display valid community permits. To resolve this matter and avoid further action, please complete the following steps by [Deadline Date]:

- Register the vehicle with the Management Office.
- Provide proof of current state registration.
- Affix the required community permit sticker to the vehicle.

Please be advised that failure to correct this violation may result in fines, loss of parking privileges, or the vehicle being towed at the owner's expense.

If you believe this notice was sent in error, or if you have already corrected the issue, please contact the Management Office at [Phone Number] or [Email Address].

Thank you for your prompt cooperation in keeping our community organized and safe.

Sincerely,

[Your Name/Signature]

[Title, e.g., Property Manager/HOA Board Member]

[Community Name]