

Date: [Insert Date]

To: [Resident Name]

Address: [Unit Number/Street Address]

Subject: NOTICE OF EXPIRED VEHICLE REGISTRATION

Dear Resident,

During a recent inspection of the parking facilities at [Property Name], it was noted that the following vehicle associated with your unit has expired registration tags:

- **Vehicle Make/Model:** [Insert Vehicle Info]
- **Color:** [Insert Color]
- **License Plate Number:** [Insert Plate Number]
- **Tag Expiration Date:** [Insert Date on Tag]

Per your lease agreement and the community parking regulations, all vehicles parked on the premises must be operational and maintain current, valid registration and tags at all times.

Action Required:

Please update your vehicle registration and display the current tags no later than [Insert Deadline Date].

Failure to bring the vehicle into compliance by the date listed above may result in further action, which may include towing at the vehicle owner's expense or fines as outlined in your lease.

If you have already renewed your tags and are waiting for them to arrive in the mail, or if you believe this notice was sent in error, please provide documentation to the Management Office immediately.

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

Sincerely,

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