

NOTICE OF VEHICLE REGISTRATION VIOLATION AND INTENT TO TOW

Date: [Insert Date]

To the Owner/Operator of:

Make/Model: [Insert Vehicle Make/Model]

Color: [Insert Color]

License Plate: [Insert Plate Number]

Location: [Insert Parking Space or Address]

This letter serves as a formal warning regarding the vehicle listed above. Upon inspection, it has been noted that the vehicle's registration has expired as of [Insert Expiration Date].

According to our policies and local regulations, all vehicles parked on this property must maintain a current and valid registration. Vehicles with lapsed or expired registration are subject to removal at the owner's expense.

Required Action:

To avoid towing, you must provide proof of updated registration or remove the vehicle from the premises no later than [Insert Deadline Time/Date].

Failure to Comply:

If the vehicle is not registered or removed by the deadline stated above, it will be towed without further notice. All towing fees, storage charges, and administrative costs will be the sole responsibility of the vehicle owner.

If you have recently renewed your registration and are awaiting new tags, please contact the management office immediately at [Insert Phone Number] to provide documentation and prevent towing.

Sincerely,

[Your Name/Company Name]

[Contact Information]