

Date: [Insert Date]

To: All Residents/Employees

Subject: Revised Parking Policy and Vehicle Registration Update

Dear [Name/Team],

This letter is to inform you of updates to our parking policy and the requirement for all vehicles to be re-registered with our management office.

**Key Policy Changes:**

- [Insert Change 1, e.g., New designated visitor areas]
- [Insert Change 2, e.g., Updated towing enforcement hours]
- [Insert Change 3, e.g., Permit display requirements]

**Registration Requirements:**

To ensure all records are current, please provide the following information for every vehicle parked on the premises:

- Vehicle Make and Model
- Color
- License Plate Number
- Owner Contact Information

The deadline to complete your registration update is [Insert Date]. You may submit your information via [Insert Method, e.g., Online Portal/Email/Front Desk].

Please note that failure to register your vehicle or adhere to the revised policy may result in [Insert Consequence, e.g., fines or towing at the owner's expense].

Thank you for your cooperation in making our parking facilities safer and more organized.

Sincerely,

[Your Name/Management Name]

[Title/Department]

[Contact Information]