

Vehicle Registration Fee Reminder

Dear [Vehicle Owner's Name],

This is a friendly reminder that the registration fee for your vehicle with the license plate number **[License Plate Number]** is due on **[Due Date]**.

The total amount due is **[\$[Amount]]**.

Please ensure that your payment is made by the due date to avoid any late fees or penalties.

You can make your payment online or visit our office at:

[Office Address]

[City, State, Zip Code]

If you have any questions, please feel free to contact us at **[Contact Number]** or **[Email Address]**.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]