

DATE
(YOUR NAME)
Phone Number
e-mail

Texas Department of Motor Vehicles upgrading (YOUR COUNTY) computer equipment to increase customer service, efficiency

The Texas Department of Motor Vehicles (TxDMV) is upgrading its computer equipment in the (YOUR COUNTY) county tax office to help speed motor vehicle transactions.

“We’re pleased about receiving this new equipment to better serve our customers,” said (YOUR NAME), the (YOUR COUNTY) tax assessor-collector. “Of course anyone who has gone through a computer switch at their work place knows you have to take out the old to install the new and that means we are anticipating some down time when we will not be able to process motor vehicle transactions.”

TxDmv plans to install the new equipment on (DAY, DATE, 2011). This is the first equipment upgrade to county tax offices statewide since 2005.

*******BEGIN OPTIONAL GRAPH*******

To help the TxDMV with its installation, the (YOUR COUNTY) tax office will be closed from (TIME) to (TIME) on (DAY).

*******END OPTIONAL GRAPH*******

“I want to urge our customers to please come in before the installation begins to conduct any urgent business they may have,” (YOUR NAME) said. “(YOUR COUNTY) and the TxDMV don’t want any of you to face late penalties because you waited until the last possible moment to come in and it happened to be the same day as the system upgrade.”

*******BEGIN GRAPH FOR INTERNET COUNTIES*******

Online registration renewal will continue to be available. To renew on the internet go to www.TxDmv.gov and click “Online Registration Renewal” on the home page.

*******END GRAPH FOR INTERNET COUNTIES*******

(YOUR NAME) suggests customers call (NUMBER) or go to the county website (WEBSITE ADDRESS) on (NEXT DAY, i.e. Wednesday, Thursday, etc.) to ensure the installation process went smoothly the day before. “We are not anticipating any problems, but you may want to check that the registration and titling computer system is operating properly before driving to our office,” (he or she) added.