

Official Notification of Construction Code Violations

Date: [Insert Date]

To: [Property Owner's Name]

Address: [Property Owner's Address]

Subject: Notification of Construction Code Violations at [Property Address]

Dear [Property Owner's Name],

This letter serves as a formal notification regarding certain violations of the construction code observed at your property located at [Property Address].

The following violations have been identified:

- [Describe Violation 1]
- [Describe Violation 2]
- [Describe Violation 3]

We kindly request that you take immediate action to rectify these violations by [Deadline Date]. Failure to comply may result in further action, including fines or orders to cease construction activities.

If you have any questions or require further clarification, please do not hesitate to contact our office at [Contact Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Department/Agency Name]

[Contact Information]