

Response to Construction Code Enforcement Citation

Date: [Insert Date]

To: [Code Enforcement Officer's Name]

[Code Enforcement Office Address]

[City, State, Zip Code]

Subject: Response to Citation No. [Insert Citation Number]

Dear [Code Enforcement Officer's Name],

I am writing in response to the construction code enforcement citation received on [Insert Date of Citation] regarding [specific address or location]. I appreciate your efforts in helping ensure compliance with local regulations.

After reviewing the citation, I would like to provide the following information:

- [Explain your understanding of the violation]
- [Outline any corrective actions taken]
- [Mention any relevant supporting documentation]

Furthermore, I kindly request a chance to discuss this matter further and would appreciate any guidance on how to rectify the situation effectively. I am committed to ensuring compliance with all construction codes and regulations.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]