

# Notice of Renovation Policy Violation

Date: [Insert Date]

To: [Resident's Name]

Address: [Resident's Address]

Dear [Resident's Name],

We hope this message finds you well. We are writing to inform you that a violation of the renovation policy has been observed in your unit.

Details of the violation:

Location: [Unit Number]

Description of Violation: [Describe the violation, e.g., unauthorized remodeling, structural changes, etc.]

As per the community guidelines, it is imperative that all residents adhere to the established renovation policies to maintain the safety and integrity of the building.

Please address this issue by [Insert Date] to avoid further action. We encourage you to contact the management office if you have any questions or require clarification.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]