

# Building Code Breach Notification

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

Subject: Notification of Building Code Breach at [Property Address]

We are writing to inform you of a breach of the building code observed at the above-mentioned property. After a recent inspection conducted on [Insert Inspection Date], the following issues were identified:

- [Describe specific breach or issue 1]
- [Describe specific breach or issue 2]
- [Describe specific breach or issue 3]

These violations are in direct contravention of [Specify Relevant Building Code or Regulation]. We kindly request that you take the necessary steps to rectify these issues by [Insert Deadline for Compliance].

Please be advised that failure to address these breaches may result in further action, including but not limited to fines or legal proceedings.

If you have any questions or require further clarification, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]