

# Building Code Violation Notification

Date: [Insert Date]

To: [Property Owner's Name]  
[Property Owner's Address]  
[City, State, Zip Code]

Dear [Property Owner's Name],

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

This letter serves as a formal notification regarding a violation of the building codes at your property located at [Property Address]. Our recent inspection on [Inspection Date] revealed the following discrepancies:

- [Description of violation #1]
- [Description of violation #2]
- [Description of violation #3]

As per [Applicable Code Reference], these violations must be addressed within [time frame, e.g., 30 days] from the date of this letter. Failure to rectify these issues may result in penalties, including but not limited to fines or further legal action.

Please contact our office at [Office Phone Number] or [Office Email Address] to schedule a follow-up appointment or to discuss this matter further.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Department or Agency Name]  
[Contact Information]