

Formal Notification of Code Violation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

This letter serves as a formal notification regarding a violation of the [specific code or ordinance] at the property located at [property address]. On [date of observation], it was noted that the following violations have occurred:

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

We request that you address these violations by [specific deadline]. Failure to correct these issues may result in further action, including fines or legal proceedings.

If you have any questions or require further information, please do not hesitate to contact our office at [contact number] or [email address].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]