

# Notice of Building Code Infraction

Date: [Insert Date]

To: [Property Owner's Name]

Address: [Property Owner's Address]

Dear [Property Owner's Name],

Subject: Notice of Building Code Infraction at [Property Address]

This letter serves as a formal notice regarding a violation of the building code observed at the above-mentioned property. The specific infraction identified is as follows:

- Description of Infraction: [Brief Description]
- Date of Inspection: [Date]
- Inspection Report Reference Number: [Report Number]

According to [reference the governing building code or ordinance], it is required that [insert relevant code requirements]. Your current violation poses potential risks to safety and must be addressed promptly.

Please take the necessary actions to remedy this infraction by [Insert Deadline]. Failure to do so may lead to further action including fines or mandatory corrective measures.

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

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]