

# Notification of Construction Code Violation

**Date:** [Insert Date]

**To:** [Property Owner's Name]

**Address:** [Property Owner's Address]

Dear [Property Owner's Name],

This letter serves as a formal notification regarding a violation of the construction codes observed on your property located at [Property Address]. It has come to our attention that the following issues have been identified:

- [Specify violation 1]
- [Specify violation 2]
- [Specify violation 3]

We kindly request that you address these violations promptly to ensure compliance with local construction codes. Please take corrective action by [Insert Deadline Date]. Failure to comply may result in further action, including fines or other penalties.

If you have already taken steps to rectify these issues, please provide documentation to our office for review.

Thank you for your attention to this matter. Should you have any questions, please do not hesitate to contact us at [Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Department/Organization Name]