

# Urgent Notice

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Subject: Urgent Notice on Building Code Issues

Dear [Recipient's Name],

We are writing to inform you of some urgent issues regarding the building code compliance of your property located at [Property Address]. It has come to our attention that the following violations have been identified:

- [Describe Issue 1]
- [Describe Issue 2]
- [Describe Issue 3]

These issues require immediate attention to ensure the safety of the building and compliance with local regulations. We request that you address these matters by [Insert Deadline] to avoid potential penalties or legal action.

Please contact our office at [Phone Number] or [Email Address] to schedule a meeting to discuss the necessary steps to rectify these issues.

Thank you for your prompt attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Contact Information]