

Building Code Infringement Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

This letter is to formally notify you of a building code infringement related to the property you are currently occupying at [Property Address]. It has come to our attention that the following issue(s) have been identified:

- [Infringement Description 1]
- [Infringement Description 2]
- [Infringement Description 3]

These infringements violate the local building code as outlined in [Reference Code/Regulation]. We request that you address these issues as soon as possible to ensure compliance and avoid any further actions.

Please provide us with your plan of action by [Response Deadline Date]. If necessary, we can arrange a meeting to discuss this matter further.

Thank you for your immediate attention to this important matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Building Management or Company Name]