

# Letter of Follow-Up on Building Code Violation

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the building code violation reported on [Insert Date of Initial Report] at [Insert Address of Violation]. As per our records, we have not yet received a response or confirmation of corrective action taken.

As you know, compliance with building codes is essential to ensure safety and well-being in our community. I kindly request an update on this matter, including any steps you are planning to rectify the situation.

Thank you for your attention to this important issue. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Organization]