Landscaping Standards Violation Warning

Date: [Insert Date]
To: [Homeowner's Name]
Address: [Homeowner's Address]
Dear [Homeowner's Name],
We hope this letter finds you well. This communication is to inform you of a violation regarding the landscaping standards as established in [Insert Document/Ordinance Name].
Upon inspection of your property located at [Property Address], it has come to our attention that the following issues are present:
 [Describe violation 1] [Describe violation 2] [Describe violation 3]
We kindly ask that you address these violations within [insert timeframe, e.g. 15 days] to maintain compliance with the community standards.
Please feel free to reach out to us at [Insert Contact Information] if you have any questions or need assistance in rectifying these issues.
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Title]
[Name of the Association/Department]
[Contact Information]