

# Municipal Ordinance Violation Acknowledgment

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

This letter serves as an acknowledgment of the violation of municipal ordinance [Insert Ordinance Number/Name], which occurred on [Insert Date of Violation]. Details of the violation include:

- **Location:** [Insert Location]
- **Description of Violation:** [Insert Description]
- **Violating Section:** [Insert Specific Section]

Please be advised that you are required to address this violation by [Insert Compliance Date]. Failure to do so may result in further action, including fines or other penalties.

If you have any questions, please do not hesitate to contact our office at [Insert Contact Information].

Sincerely,

[Your Name]

[Your Title]

[Municipality Name]

[Municipality Address]

[Contact Information]