

# Compliance Statement for Municipal Ordinance Violation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Municipal Authority Name]

[Municipal Authority Address]

[City, State, ZIP Code]

Subject: Compliance Statement for Ordinance Violation (Case Number: [Insert Case Number])

Dear [Municipal Authority Representative's Name],

I am writing to provide a compliance statement regarding the violation of municipal ordinance noted in the correspondence dated [Insert Date of Violation Notice]. I acknowledge the violation and have taken the necessary steps to rectify the issues identified.

Details of Compliance:

- Violation Description: [Insert Description]
- Actions Taken: [Insert Actions Taken to Resolve]
- Date of Compliance: [Insert Date]

I appreciate your attention to this matter and wish to confirm that the violation has been addressed in accordance with municipal regulations. Please feel free to contact me should you require any additional information.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]