

# Penalty Notification

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We are writing to inform you of a violation regarding waste disposal regulations that has been observed at your property located at [Property Address]. Following our inspection on [Inspection Date], it was determined that there was noncompliance with established waste disposal practices.

Specifically, the following violations were noted:

- [Violation 1]
- [Violation 2]
- [Violation 3]

As a result of these violations, you are now subject to the following penalties:

- Penalty Amount: \$[Amount]
- Payment Due By: [Due Date]

Please be aware that failure to comply with this penalty may result in further legal action or additional fines.

If you believe this notification is in error, or if you wish to discuss this matter, please contact us at [Contact Information] within [Insert Number] days from the date of this letter.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Contact Information]