

Building Code Compliance Notification

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the current status of your building project located at [Project Address]. Our recent inspection dated [Inspection Date] has revealed that certain aspects of the construction do not comply with the established building codes.

Specifically, the following issues have been noted:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

To rectify these issues, we require that you take the following actions:

1. [Action 1 Description]
2. [Action 2 Description]
3. [Action 3 Description]

Please address these concerns by [Due Date] to ensure compliance with building regulations and avoid potential fines or further action.

If you have any questions or require further clarification, do not hesitate to contact our office at [Contact Number] or [Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Organization Name]

[Organization Address]