

Unauthorized Remodeling Request for Compliance Notification

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]

Date: [Insert Date]

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally notify you regarding the unauthorized remodeling activities that have recently come to my attention at [specific location or address]. These changes have been made without the necessary approvals or adherence to local regulations.

Details of the unauthorized remodeling:

- Description of remodeling work done
- Date when the remodeling began
- Specific violations associated with the remodeling

Please take immediate action to rectify this situation by following proper compliance procedures. I request a formal response by [insert deadline], addressing how you plan to resolve these issues.

Thank you for your attention to this matter.

Sincerely,
[Your Name]