

[Date]

[Recipient Name]

[Property Address]

[City, State, Zip Code]

RE: NOTICE OF LANDSCAPING MAINTENANCE VIOLATION

Dear [Recipient Name],

This letter is to formally notify you that a recent inspection of your property located at [Property Address] has revealed a violation of the community landscaping standards.

The following issues were identified:

- [Issue 1: e.g., Grass height exceeds the maximum limit]
- [Issue 2: e.g., Accumulation of weeds in garden beds]
- [Issue 3: e.g., Untrimmed hedges or overhanging branches]

To remain in compliance with the [Homeowners Association / Lease Agreement / City Ordinance], we kindly request that you rectify these issues by [Deadline Date].

Failure to bring the property into compliance by the date mentioned above may result in [fines / the cost of professional remediation / further legal action].

If you have already addressed these concerns or believe this notice was sent in error, please contact our office at [Phone Number] or [Email Address] to discuss the matter.

Thank you for your prompt attention to maintaining the appearance of our community.

Sincerely,

[Your Name/Signature]

[Your Title/Organization Name]