

DATE: [Date]

TO: [Tenant/Owner Name]

PROPERTY ADDRESS: [Full Property Address]

RE: NOTICE OF UNAUTHORIZED PROPERTY ALTERATIONS

Dear [Name],

It has come to our attention that unauthorized alterations or modifications have been made to the property located at the address listed above. Specifically, the following changes were identified:

[Detailed description of the unauthorized work/alteration]

Pursuant to your [Lease Agreement / HOA Bylaws / Property Contract], any alterations, additions, or improvements to the premises must receive prior written approval from [Management/Landlord/Board]. Our records indicate that no such approval was requested or granted for these modifications.

This letter serves as formal notice that you are in violation of your agreement. To resolve this matter, you are required to take the following action(s) by [Deadline Date]:

- Restore the property to its original condition at your own expense.
- Submit a formal retrospective application for approval (subject to review and potential denial).
- Allow an inspection of the work by a licensed professional to ensure building code compliance.

Failure to remedy this violation or contact our office by the date mentioned above may result in further action, including but not limited to, fines, legal proceedings, or restoration of the property by management at your expense.

Please contact [Contact Person Name] at [Phone Number] or [Email Address] to discuss this matter or to confirm that the restoration has been completed.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]