

[Date]

[Property Owner Name]  
[Property Owner Address]  
[City, State, Zip Code]

**Subject: Post-Alteration Property Inspection and Compliance Results**

Dear [Property Owner Name],

This letter serves as formal notification regarding the inspection of the alterations completed at [Property Address], which took place on [Date of Inspection].

The purpose of this inspection was to verify that the recent modifications, specifically [Description of Alterations], comply with the approved building permits, local building codes, and safety regulations.

**Inspection Results:**

[ ] **COMPLIANT:** The alterations have been found to meet all required standards and specifications. No further action is required at this time. This letter serves as your official Certificate of Compliance/Completion.

[ ] **NON-COMPLIANT:** The inspection identified the following issues that must be addressed to achieve compliance:

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

**Required Actions:**

If non-compliant items are listed above, you are required to rectify these issues by [Deadline Date]. Once the corrections are made, please contact [Department/Name] at [Phone Number/Email] to schedule a follow-up inspection.

Failure to bring the property into compliance may result in [Legal Consequences/Fines/Revocation of Permits].

Thank you for your cooperation in maintaining property safety and standards.

Sincerely,

[Your Name]  
[Your Title]  
[Department/Organization Name]