

Date: [Insert Date]

To: [Property Owner Name]

Property Address: [Insert Property Address]

RE: NOTICE OF PENALTY ASSESSMENT - UNAPPROVED PROPERTY ALTERATIONS

Dear [Property Owner Name],

This letter serves as formal notification regarding unauthorized alterations observed at the property listed above. On [Insert Inspection Date], it was determined that the following changes were made without prior written approval from the [Homeowners Association/Property Management/City Planning]:

[Insert Description of Unauthorized Alterations, e.g., Fence Installation, Exterior Painting, Structural Addition]

According to [Section/Article Number] of the [Governing Documents/Local Codes], all modifications must receive approval prior to the commencement of work. Because these alterations were not authorized, a penalty has been assessed as follows:

- **Fine Amount:** \$[Insert Amount]
- **Due Date:** [Insert Date]

Required Action:

To resolve this violation, you are required to [Insert Required Action, e.g., Submit a retroactive application for approval / Restore the property to its original condition] by [Insert Deadline Date].

Failure to pay the assessed penalty or address the violation within the specified timeframe may result in further disciplinary action, including additional fines, legal action, or a lien against the property.

If you wish to appeal this assessment, you must submit a written request for a hearing to [Insert Contact Person/Department] by [Insert Appeal Deadline Date].

Sincerely,

[Your Name/Signature]

[Your Title]

[Organization Name]