

Date: [Insert Date]

Recipient Name: [Insert Name]

Property Address: [Insert Address]

Account Number: [Insert Number]

**RE: NOTICE OF NON-COMPLIANCE - UNAUTHORIZED SATELLITE DISH
INSTALLATION**

Dear [Insert Name],

This letter serves as formal notification that a satellite dish has been installed on your property in violation of the community's governing documents and architectural guidelines.

Violation Details:

The satellite dish located at [Describe Location, e.g., front facade/balcony railing] was installed without prior written approval and/or in a restricted location. Specifically, it violates [Insert Section/Rule Number] of the [Association/Lease Name] guidelines.

Immediate Action Required:

To return the property to compliance, you must complete one of the following actions by [Insert Deadline Date]:

- Relocate the satellite dish to a pre-approved, non-visible location as specified in the attached guidelines.
- Remove the satellite dish entirely and repair any damage to the building exterior.
- Submit a formal Architectural Review Application for the current location (subject to approval).

Failure to rectify this violation by the date mentioned above may result in fines, the removal of the equipment at your expense, or further legal action as permitted by your agreement.

Please contact the management office at [Insert Phone Number] or [Insert Email Address] once the corrective action has been taken so that a follow-up inspection can be scheduled.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title]

[Company/Association Name]