

Date: [Insert Date]

To: [Tenant/Owner Name]

Address: [Insert Unit Number/Address]

RE: NOTICE OF UNAUTHORIZED SATELLITE DISH PLACEMENT

Dear [Name],

It has come to our attention that a satellite dish has been installed at your residence without prior written authorization from management. This is a violation of the building's [Lease Agreement / Homeowners Association Rules].

Our records indicate that the dish is currently located on [Description of Location, e.g., the balcony railing / common area wall], which is strictly prohibited due to safety and structural concerns.

Required Action:

You are required to remove the satellite dish and repair any damage caused by its installation no later than [Insert Date].

Penalty Warning:

Failure to remove the unauthorized equipment by the date specified above will result in the following actions:

- A fine of \$[Amount] charged to your account.
- Removal of the dish by management at your expense.
- Further legal action as permitted by your contract.

If you wish to request a legal installation in an approved location, please contact the management office immediately to obtain the necessary permit forms.

Sincerely,

[Your Name/Property Manager Name]

[Company/Association Name]

[Phone Number]