

Date: [Insert Date]

TO: [Recipient Name/Occupant]

ADDRESS: [Insert Property Address/Unit Number]

RE: NOTICE OF REPORTED ILLEGAL ACTIVITY AND POLICE INVOLVEMENT

Dear [Recipient Name],

This letter serves as formal notification regarding suspected illegal activity occurring at the address mentioned above. Specifically, the following behavior has been observed or reported:

[Insert description of suspected activity, e.g., unauthorized entry, suspected drug activity, noise disturbances, etc.]

Please be advised that the [Insert Name of Police Department] has been notified of these concerns. A formal report has been filed under Case/Reference Number: [Insert Case Number, if available].

We take the safety and security of this community seriously. We are cooperating fully with law enforcement authorities in their investigation of this matter. Any further illegal actions or violations of the [Lease Agreement/Community Guidelines] will result in immediate further action, which may include eviction or legal proceedings.

If you have any information regarding this matter, you are encouraged to contact the [Insert Name of Police Department] directly at [Insert Police Non-Emergency Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Contact Information]