

DATE: [Insert Date]

TO: [Tenant/Owner Name]

ADDRESS: [Insert Unit Number/Address]

RE: NOTICE OF FIRE CODE VIOLATION

Dear [Name],

An inspection of the premises located at [Address] was conducted on [Date]. During this inspection, conditions were identified that constitute a violation of the Fire Safety Code.

Violations Observed:

- Excessive accumulation of combustible materials (paper, boxes, clothing, etc.).
- Obstruction of primary and secondary exits/entryways.
- Inadequate clearance around heating units, electrical panels, or appliances.
- Blocked pathways (less than 36 inches of width), impeding emergency personnel access.

Required Actions:

To ensure the safety of all occupants and to comply with fire safety regulations, you are required to take the following steps:

1. Clear all hallways, doorways, and windows of clutter.
2. Remove combustible materials away from stoves, heaters, and electrical outlets.
3. Reduce the overall volume of stored items to allow for safe passage.
4. Dispose of trash and hazardous materials immediately.

Follow-Up Inspection:

A re-inspection of your unit will occur on **[Insert Date]** at **[Insert Time]**. Failure to correct these violations by this date may result in [fines, legal action, or termination of lease].

If you require assistance or have questions regarding this notice, please contact [Management/Fire Marshal Name] at [Phone Number].

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Organization]