

Date: [Insert Date]

To: [Recipient Name/Tenant Name]

Address: [Insert Unit Number/Address]

Subject: NOTICE FOR IMMEDIATE REMOVAL OF DEBRIS

Dear [Recipient Name],

This letter serves as a formal request for the immediate removal of debris and accumulated waste located at [Specific Location, e.g., the hallway, backyard, or parking space] of the property.

Upon recent inspection, it was noted that the following items have been left in common or unauthorized areas:

- [List item 1, e.g., construction materials]
- [List item 2, e.g., discarded furniture]
- [List item 3, e.g., trash bags]

The presence of this debris constitutes a violation of [Property Rules/Lease Agreement Section] and poses a potential safety and fire hazard. It also interferes with the maintenance and aesthetic standards of the community.

Action Required: Please ensure all debris is removed and properly disposed of no later than [Insert Deadline Date/Time].

Failure to comply with this request may result in the management arranging for the removal at your expense, or further administrative action as per your agreement.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Property Management Company Name]

[Phone Number]