

**Date:** [Insert Date]

**To:** [Recipient Name/Resident Name]

**Address:** [Recipient Address/Unit Number]

**RE: NOTICE OF VIOLATION - UNAUTHORIZED PRIVATE EVENT**

Dear [Recipient Name],

This letter serves as a formal notice regarding an unauthorized private event held at [Name of Recreation Area/Facility] on [Date of Event].

It has been reported and confirmed that you utilized the common area for a private gathering without obtaining the necessary permits, paying the required fees, or submitting a formal reservation request as required by [Association/Management Name] policies.

**Violation Details:**

- **Area Used:** [e.g., Pool Deck, Clubhouse, BBQ Area]
- **Policy Violated:** [Insert Section Number or Policy Name, e.g., Section 4.2: Common Area Reservations]
- **Issues Reported:** [e.g., Excessive noise, overcrowding, failure to clean, or lack of insurance]

The recreation areas are shared amenities. Unauthorized private use prevents other residents from enjoying the facilities and creates liability concerns for the community.

**Required Action:**

Please refrain from hosting future private events in common areas without following the standard reservation process. Any further violations may result in [fines, suspension of amenity privileges, or other disciplinary actions] as outlined in the community governing documents.

If you wish to dispute this notice or have questions regarding the reservation process, please contact the management office at [Phone Number] or [Email Address] within [Number] days.

Sincerely,

[Your Name/Property Manager Name]

[Title]

[Organization/Association Name]