

Date: [Insert Date]

To: [Property Owner Name]

Address: [Property Address]

Account/Parcel Number: [Insert Number]

**RE: NOTICE OF LANDSCAPING MAINTENANCE VIOLATION - DEBRIS
REMOVAL**

Dear [Property Owner Name],

This letter is to inform you that a recent inspection of your property located at [Property Address] on [Inspection Date] has revealed a violation of the community landscaping and maintenance standards.

Observation:

The following debris was noted on the property: [Description of debris, e.g., fallen branches, dead shrubbery, piles of leaves, discarded yard waste, or trash].

Required Action:

Please remove all listed debris and dispose of it properly. The area must be returned to a clean and well-maintained condition in accordance with [Reference specific Bylaw or City Code section].

Compliance Deadline:

Please ensure the debris is removed by [Insert Deadline Date].

Failure to correct this violation by the date specified may result in [mention consequences, such as fines, a follow-up inspection fee, or the removal of debris by the association/city at the owner's expense].

If you have already cleared the debris or if you believe this notice was sent in error, please contact our office at [Phone Number] or [Email Address] so we can update our records.

Thank you for your prompt attention to this matter and for helping keep our community clean.

Sincerely,

[Your Name/Signature]

[Your Title/Organization Name]

[Contact Information]