

**Date:** [Insert Date]

**To:** [Homeowner Name]

**Address:** [Property Address]

**Subject: Courtesy Notice - Landscaping Maintenance**

Dear Homeowner,

The [HOA Name/Property Management Company] conducted a routine site inspection on [Inspection Date]. During this visit, it was noted that your property is currently not in compliance with the community landscaping standards.

**Observed Issue:**

[Insert Description of Violation, e.g., Uncut grass, excessive weeds, overgrown hedges, or debris.]

**Requested Action:**

We kindly ask that you address the issue mentioned above by [Compliance Deadline Date]. Keeping our community's landscaping well-maintained helps preserve property values and the overall appearance of our neighborhood.

This is a courtesy notice intended to remind you of the guidelines. No further action is required if the maintenance is completed by the date listed above. If you have already addressed this matter or have a professional service scheduled, please disregard this letter.

If you have any questions or need to request an extension due to specific circumstances, please contact us at [Phone Number] or [Email Address].

Thank you for your cooperation and for doing your part to keep our community beautiful.

Sincerely,

[Your Name/Signature]

[Title/Board Position]

[HOA/Company Name]