

Date: [Insert Date]

To: [Owner/Tenant Name]

Address: [Property Address]

Subject: NOTICE OF LANDSCAPING MAINTENANCE VIOLATION

Dear [Owner/Tenant Name],

This letter is to inform you that a recent inspection of the property located at [Property Address] was conducted on [Date of Inspection]. During this inspection, it was noted that the landscaping is not being maintained according to the established community standards and guidelines.

The following violations were identified:

- [e.g., Excessive weeds in garden beds]
- [e.g., Grass exceeds maximum height limit]
- [e.g., Untrimmed hedges or overhanging tree branches]
- [e.g., Accumulation of dead leaves or debris]

To bring your property back into compliance, please complete the necessary maintenance by [Deadline Date].

A follow-up inspection will be scheduled for [Follow-up Date] to ensure that these issues have been addressed. Failure to correct these violations may result in [mention consequences, such as fines or professional remediation at the owner's expense].

If you have already addressed these concerns or believe this notice was sent in error, please contact our office at [Phone Number] or [Email Address].

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

Sincerely,

[Your Name/Signature]

[Your Title/Organization Name]