

Date: [Insert Date]

To: [Resident Name]

Unit Number: [Insert Unit Number]

Complex Name: [Insert Building/Complex Name]

Subject: WARNING LETTER - ELECTRICAL SAFETY VIOLATION

Dear [Resident Name],

This letter serves as a formal warning regarding a safety violation identified at your residence on [Date of Observation/Inspection].

Description of Violation:

[Insert details, e.g., unauthorized wiring, overloaded circuits, use of prohibited high-wattage appliances, blocked electrical panels, or damaged sockets.]

The aforementioned violation poses a significant risk of fire, electrical shock, and property damage, endangering both your household and other residents in the complex. This is a direct breach of the [Residential Agreement/Building Code/Bylaws].

Required Actions:

- Immediately cease the use of the unauthorized equipment or rectify the wiring issue.
- Ensure all electrical modifications are performed by a licensed professional.
- [Insert any other specific instruction, e.g., allow an inspection by the facility manager by Date].

Please rectify this matter by [Deadline Date]. Failure to comply will result in further disciplinary action, which may include fines, disconnection of electrical services, or termination of your lease agreement.

Safety is our top priority. We appreciate your immediate cooperation in keeping our community safe.

Sincerely,

[Your Name/Signature]

[Title, e.g., Property Manager]

[Management Office Name]