

**Date:** [Insert Date]

**To:** [Property Owner Name]

**Address:** [Property Address]

**Subject: Notice of Driveway and Parking Area Maintenance Compliance**

Dear [Property Owner Name],

This letter is to formally notify you regarding the current condition of the driveway and/or parking areas at the property listed above. During a recent inspection on [Date], it was noted that these areas are not in compliance with [Code Name/Homeowners Association Rules].

**Observed Issues:**

- [Description of issue, e.g., excessive cracking, potholes, or overgrowth]
- [Description of issue, e.g., oil stains or debris accumulation]
- [Description of issue, e.g., crumbling asphalt or faded striping]

To maintain safety standards and property values, you are required to perform the following corrective actions:

- [Required Action 1]
- [Required Action 2]

Please ensure these repairs or maintenance tasks are completed by [Deadline Date]. Failure to bring the area into compliance by this date may result in [List Consequence, e.g., fines, legal action, or repairs billed to the owner].

If you have already addressed these issues 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.

Sincerely,

[Your Name/Signature]

[Title/Organization Name]