

Date: [Insert Date]

To: [Property Owner Name]

Property Address: [Insert Property Address]

Subject: Initial Notice of Property Maintenance Compliance

Dear [Property Owner Name],

This is a formal notice to inform you that a recent inspection of the property located at [Insert Property Address] has identified one or more maintenance issues that require your attention.

The following items are currently not in compliance with [City/Homeowners Association] standards:

- [Description of Violation 1 - e.g., Overgrown grass and weeds]
- [Description of Violation 2 - e.g., Accumulation of debris in driveway]
- [Description of Violation 3 - e.g., Damaged fencing]

To ensure the property is brought back into compliance, we kindly request that you address these issues by [Insert Deadline Date].

Maintaining the appearance and safety of our community is a collective responsibility. Once the repairs or maintenance tasks are completed, please contact our office at [Insert Phone Number] or [Insert Email Address] to schedule a follow-up inspection.

Failure to correct these violations by the date specified above may result in further action, which could include fines or legal proceedings as outlined in [Reference Ordinance or Bylaw].

If you have already addressed these concerns or believe this notice was sent in error, please disregard this letter or contact us immediately to clarify the status of your property.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Signature]

[Your Title/Department]

[Organization Name]