

DATE: [Current Date]

TO: [Tenant/Owner Name]

ADDRESS: [Property Address]

RE: SECOND NOTICE OF PROPERTY MAINTENANCE VIOLATION

Dear [Name],

This is a formal second warning regarding the maintenance of the property located at [Property Address]. On [Date of First Notice], we sent you a letter regarding the following violation(s):

- [Description of violation, e.g., Uncut grass/weeds]
- [Description of violation, e.g., Accumulation of trash/debris]
- [Description of violation, e.g., Inoperable vehicles]

An inspection conducted on [Date of Inspection] revealed that these issues have not been corrected. According to [Lease Agreement/Homeowners Association Rules/City Code], all residents are required to maintain their premises in a clean and safe condition.

Required Action:

Please correct the violations listed above no later than [Deadline Date].

Failure to bring the property into compliance by the date specified may result in further action, which may include fines, professional cleaning at your expense, or legal proceedings as permitted by your agreement.

If you have already addressed these concerns or believe this notice was sent in error, please contact [Contact Person Name] at [Phone Number/Email] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Management Name]

[Title]

[Company/Association Name]