

[Your Name]
[Your Title]
[Your Organization/Department]
[Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Recipient's Organization/Department]
[Recipient's Address]
[Recipient's City, State, Zip Code]

Dear [Recipient's Name],

Subject: Resolution of Bylaw Enforcement Matter

I am writing to inform you of the resolution regarding the bylaw enforcement case involving [brief description of the issue, e.g., noise complaint, property maintenance violation, etc.] at [address or location].

After a thorough investigation conducted on [date of investigation], we have concluded that [provide a summary of findings, e.g., the violation did occur, the matter has been addressed, etc.]. As a result of our findings, the following actions have been taken:

1. [Action 1: e.g., issued a warning, required corrective measures, etc.]
2. [Action 2: e.g., scheduled a follow-up inspection, etc.]
3. [Action 3: e.g., fine imposed, etc.]

We appreciate your cooperation in resolving this matter and ensuring compliance with the relevant bylaws. Please be advised that any further violations may result in [mention potential consequences, e.g., additional fines, legal action, etc.].

If you have any questions or require further clarification regarding this resolution, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Title]
[Your Organization/Department]