

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

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],

RE: WARNING LETTER - BYLAW VIOLATION

I am writing to inform you that our records indicate a violation of [specific bylaw or ordinance] at your property located at [property address]. The details of the violation are as follows:

- **\*\*Nature of Violation:\*\*** [Brief description of the violation]
- **\*\*Date of Observation:\*\*** [Date violation was observed]
- **\*\*Specific Bylaw Reference:\*\*** [Reference number or section of the bylaw]

We kindly request that you take immediate action to rectify this situation. Please ensure compliance with the relevant regulations by [specific deadline for compliance]. Failure to address this issue may result in further enforcement actions, including potential fines or legal proceedings.

If you have any questions regarding this matter or if you would like to discuss it further, please do not hesitate to contact me at [your phone number] or [your email address].

Thank you for your prompt attention to this matter.

Sincerely,

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