

[Your Organization/Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Bylaw Violation Citation

Dear [Recipient's Name],

This letter serves as a formal notification regarding a violation of [specific bylaw or regulation] at your property located at [property address].

Details of the violation are as follows:

- ****Bylaw Number****: [Bylaw Number]
- ****Description of Violation****: [Brief description of the violation]
- ****Date of Violation****: [Date when violation was observed]

As per the regulations outlined in [reference relevant bylaws or rules], you are required to [action required to remedy violation, e.g., rectify the issue, pay a fine, etc.].

Please address this violation by [specific deadline]. Failure to comply may result in [potential consequences, e.g., further action, additional fines, etc.].

If you have any questions or wish to discuss this matter further, please contact [Your Name/Title] at [Your Phone Number] or [Your Email Address]. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Organization/Company Name]

[Your Contact Information]