

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title/Position]  
[City/County Bylaw Enforcement Office]  
[Office Address]  
[City, State, Zip Code]

Subject: Report of Bylaw Violation

Dear [Recipient's Name],

I am writing to formally report a violation of [specific bylaw] that has been observed at [specific location]. The details of the violation are as follows:

- \*\*Date of Observation:\*\* [Date]
- \*\*Time of Observation:\*\* [Time]
- \*\*Description of the Violation:\*\* [Provide a detailed description of the violation, including any relevant facts and observations.]
- \*\*Possible Impact/Concern:\*\* [Briefly explain why this violation is concerning, e.g., safety issues, neighborhood impact, etc.]

I have also attached any supporting photographs or documents that may help in your investigation. I believe it is important to address this issue in order to maintain the [community standards/safety/enjoyment of the neighborhood, etc.].

Thank you for your attention to this matter. Please feel free to contact me at [your phone number] or [your email address] if you require any further information.

Sincerely,  
[Your Name]