

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

Subject: Notice of Community Bylaws Violation

I hope this letter finds you well.

I am writing to bring to your attention a violation of the community bylaws that has been observed at [specific location or description of the issue]. According to [specific section or article of the bylaws], it states that [quote the relevant bylaw].

It has come to my notice that [describe the violation in detail, including dates and any relevant evidence, if applicable]. This not only affects the aesthetic of our community but also disrupts [mention any relevant concerns, such as safety, quiet enjoyment, etc.].

I kindly request that you address this issue promptly. We value our community and strive to maintain its standards for the benefit of all residents. Please let me know how you intend to resolve this matter within [insert a reasonable time frame].

Thank you for your attention to this important matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Contact Information]