

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Subject: Notice of Zoning Violation

Dear [Recipient Name],

I am writing to formally notify you of a zoning violation concerning the property located at [Property Address]. It has come to my attention that [describe the specific violation, e.g., unauthorized construction, use of property not in accordance with zoning regulations, etc.].

According to [cite relevant zoning law or regulation], this activity is prohibited and must be addressed immediately.

Please take the necessary steps to rectify this violation by [insert specific deadline], and provide confirmation of compliance to avoid further action.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title/Position, if applicable]
[Your Contact Information]