

LETTER TO VIOLATOR FROM CODE ENFORCEMENT OFFICER*

Name:

Date:

Address:

Dear [name of property owner]

As you will recall I served you with a notice of violation on [date] regarding the condition of your property at [address]. That notice advised you that your property was not in compliance with the following section of [City/Village/Town] of [name of City/Village/Town] Ordinances or Local Law:

[Describe here code section and nature of violation]

Despite all of our recent discussions your property continues to remain in violation, in that [discuss nature of violation].

I intend to bring your situation to the attention of the [Governing Body] at its [time] o'clock PM, [date] work session meeting at the [City/Village/Town] Hall. Be advised that unless these alleged violations are corrected by that time, I will request that the [City/Village/Town] Board commence appropriate legal action to compel you to bring your property into full compliance with [City/Village/Town] laws and ordinances, which legal action may only result in a considerable additional expense to you.

I trust you will give serious attention to this letter as there will be no additional extensions granted after [date] to correct these conditions. You may call me at [telephone number] when you are ready for me to inspect that your property is in compliance or should you have any questions.

[name], Enforcement Officer

[City/Village/Town] of [name of City/Village/Town]