

**DATE:** [Insert Date]

**VIA:** [Insert Method, e.g., Certified Mail / Email]

**TO:**

[Recipient Name/Property Owner]

[Property Address]

[Mailing Address if different]

**RE: NOTICE TO CEASE AND DESIST: SHORT-TERM RENTAL VIOLATION**

Dear [Recipient Name],

This letter serves as formal notice that you are in violation of the [Homeowners Association Rules / Lease Agreement / City Ordinance] regarding the property located at [Property Address].

It has come to our attention that this property is being used as a short-term rental (e.g., Airbnb, VRBO). Specifically, the following violations have been noted:

- [Description of violation, e.g., Advertisement found online]
- [Description of violation, e.g., Frequent unidentified guests and noise complaints]
- [Reference specific section of the Bylaws or Contract being violated]

Short-term rentals are strictly prohibited at this location. You are hereby demanded to:

1. Immediately cease all short-term rental activity.
2. Remove all online listings for the property within [Number] days.
3. Cancel all future bookings scheduled for this property.

Failure to comply with this demand by [Deadline Date] will result in further action, which may include daily fines, legal proceedings, or [Action, e.g., eviction/lien].

Please confirm in writing by [Date] that you have taken the necessary steps to rectify this violation.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role, e.g., HOA President / Property Manager]

[Your Contact Information]