

Date: [Date]

To:

[Recipient Name]

[Recipient Address]

[Unit Number, if applicable]

From:

[Property Management Name/Board of Directors]

[Association/Company Name]

[Return Address]

RE: NOTICE OF VIOLATION AND DEMAND FOR REPAIR COSTS

Dear [Recipient Name],

This letter serves as formal notice regarding damage caused to the common area property located at [Location of Damage/Address] on [Date of Incident].

It has been determined that you or your guests/tenants were responsible for the following damage:

[Detailed description of the damage, e.g., broken hallway light, scratched elevator door, damaged landscaping].

This action is a violation of the [Association Rules/Bylaws/Lease Agreement], specifically Section [Section Number].

Demand for Payment/Action:

An assessment of the damage has been conducted. The total cost for repairs/replacement is \$[Amount]. Attached you will find [Invoices/Estimates/Photographs] regarding this matter.

Please submit payment in full by [Due Date]. Payment should be made to [Entity Name] via [Payment Method].

If you wish to contest this finding, you must request a hearing in writing with the [Board/Management] by [Deadline Date]. Failure to pay or respond by the aforementioned date may result in [Legal Action/Liens/Additional Fines] as permitted by our governing documents.

Sincerely,

[Signature]

[Printed Name]

[Title/Position]