

Date: [Current Date]

To: [Property Owner/Business Name]

Address: [Property Address]

City/State/Zip: [City, State, Zip Code]

RE: NOTICE TO REMOVE ILLEGAL SIGNAGE AND DISPLAYS

Dear [Name of Owner or Occupant],

This letter serves as formal notice regarding the illegal signage and/or displays currently located at [Location/Address of Violation].

Upon inspection, it has been determined that the following items are in violation of [Cite Specific Code, Ordinance, or Lease Agreement Section]:

- [Description of illegal sign/display 1]
- [Description of illegal sign/display 2]

The specific violations include:

- [Reason: e.g., Lack of permit, prohibited size, prohibited location, or safety hazard]

DEMAND FOR ACTION:

You are hereby demanded to remove or rectify the aforementioned signage/displays no later than [Deadline Date]. All displays must be brought into full compliance with [Local Laws/Association Rules].

Failure to comply with this demand within the specified timeframe may result in further action, including but not limited to:

- Daily monetary fines and penalties.
- Removal of the signage by [Company/City/Association] at your expense.
- Legal action to enforce compliance.

Please contact [Name/Department] at [Phone Number/Email] once the violation has been corrected to schedule a follow-up inspection.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]