

Date: [Date]

To: [Name of Enforcement Officer or Department]
[Department Name, e.g., Code Enforcement Division]
[City/County Name]
[Address]

RE: Notice of Violation

Case Number: [Reference Number]

Property Address: [Full Address of Vacant Property]

Dear [Officer Name or "Code Enforcement Department"],

I am writing to formally request relief and an extension of time regarding the code violation notice issued for the property located at [Property Address].

This property is currently vacant due to [Reason: e.g., probate, renovation, financial hardship, or transition between tenants]. Because of these circumstances, I am requesting a [Number of days, e.g., 30-day] extension to bring the property into full compliance.

My plan of action to resolve the issues is as follows:

- [Action Item 1: e.g., Mowing the lawn and removing debris] by [Date]
- [Action Item 2: e.g., Repairing broken windows or boarding] by [Date]
- [Action Item 3: e.g., Securing the perimeter] by [Date]

In addition to the request for more time, I also request a waiver or reduction of any accrued daily fines while these repairs are being actively managed. I am committed to maintaining this property and ensuring it does not become a nuisance to the neighborhood.

Please let me know if this plan is acceptable or if there is a specific vacant property registry or abatement program I should apply for to further mitigate these violations.

Thank you for your time and consideration.

Sincerely,

[Your Name]
[Your Mailing Address]
[Your Phone Number]
[Your Email Address]