

[Your Name/Organization Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Property Owner Name]

[Owner Mailing Address]

[City, State, Zip Code]

RE: NOTICE OF MAINTENANCE VIOLATION

Property Address: [Address of Vacant Property]

Dear [Property Owner Name],

This letter serves as an official warning regarding the maintenance status of your property located at [Property Address]. Recent inspections have identified that the property is not being maintained according to local ordinances and community standards.

The following issues were observed:

- [Issue 1: e.g., Overgrown grass and weeds]
- [Issue 2: e.g., Accumulation of trash or debris]
- [Issue 3: e.g., Unsecured windows or doors]
- [Issue 4: e.g., Evidence of pests or graffiti]

As the owner of a vacant property, you are responsible for ensuring the exterior is kept clean, safe, and secure to prevent blight and safety hazards in the neighborhood.

Required Action:

Please correct the violations listed above by [Deadline Date].

Failure to bring the property into compliance by the date specified may result in formal citations, fines, or the local authorities performing the maintenance at your expense.

If you have already addressed these issues or if you believe this notice was sent in error, please contact my office at [Phone Number] immediately.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title/Position]