

Date: [Insert Date]

To: [Homeowner Name]

Address: [Property Address]

Subject: NOTICE OF UNAUTHORIZED EXTERIOR MODIFICATION

Dear [Homeowner Name],

This letter is to inform you that an unauthorized modification has been observed on the exterior of your property located at [Property Address].

Description of Modification: [Describe the change, e.g., new fence, painted door, shed installation]

According to the [Homeowners Association/Community] rules and guidelines, all exterior changes must receive written approval from the [Architectural Review Committee/Board] prior to the start of work. Our records indicate that no application was submitted or approved for this specific project.

To resolve this matter, please take one of the following actions within [Number] days of the date of this letter:

- Submit a retroactive architectural application for review.
- Restore the property to its previous condition.
- Contact the office to discuss a timeline for compliance.

Failure to address this violation may result in further action, including fines or a formal requirement to remove the modification at your expense.

We appreciate your prompt attention to this matter and your commitment to maintaining the standards of our community.

Sincerely,

[Your Name/Signature]

[Your Title/Role]

[Organization Name]