

Date: [Insert Date]

To: [Property Owner Name]

Address: [Property Address]

Subject: Notice of Noncompliant Fencing Installation

Dear [Property Owner Name],

This letter serves as a formal notification regarding the fencing recently installed at the property located at [Property Address].

Upon inspection, it has been determined that the fencing is not in compliance with [Code/Ordinance/HOA Regulation Name]. Specifically, the installation violates the following standards:

- **Height:** [Describe height violation, e.g., Fence exceeds the 6-foot limit]
- **Material:** [Describe material violation, e.g., Chain link is not permitted]
- **Setback/Location:** [Describe location violation, e.g., Fence is placed beyond the property line]
- **Permit:** [State if a required permit was not obtained]

To resolve this matter and avoid further enforcement action or fines, you are required to take the following steps:

1. Modify or remove the noncompliant fencing to meet [Code/Regulation] requirements.
2. Apply for the necessary permits (if applicable).
3. Complete all corrective actions by [Deadline Date].

Please contact [Department/Name] at [Phone Number] or [Email Address] by [Date] to confirm your plan for compliance or to schedule a re-inspection.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Organization]