

[Your Name/Law Firm Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Officer Name/Department Name]

[Code Enforcement/Zoning Department Address]

[City, State, Zip Code]

RE: Notice of Violation #[Violation Number]

Property Address: [Subject Property Address]

Client: [Client Name]

To [Officer Name or Department],

Please be advised that this office represents [Client Name], the owner of the property located at [Property Address], regarding the Notice of Violation dated [Date of Notice].

Pursuant to this representation, we hereby request that all future communications, correspondence, and legal notices regarding this matter be directed to our office at the address listed above.

We are currently reviewing the alleged violations and the applicable zoning ordinances. We intend to contest these findings or work toward an amicable resolution. As such, we formally request a [Number of Days]-day extension of the compliance deadline to allow for a thorough investigation and the gathering of necessary documentation.

Furthermore, we request a full copy of the inspection report, any photographic evidence, and the specific section of the municipal code cited in the violation.

We look forward to discussing this matter with you further. Please contact our office to schedule a meeting or a site visit if necessary.

Sincerely,

[Your Signature]

[Your Printed Name]

[Title/Firm Name]