

[Date]

[Name]

[Address]

Dear [Homeowner Name],

This letter is to notify you of a violation of [Community Name] governing documents at your property located at [Property Address].

On [Date], it was observed that [Description of Violation]. This is a violation of [Section Number/Title] of our [CC&Rs/Rules and Regulations].

To resolve this violation, we ask that you please [Required Action] by [Deadline].

Failure to correct this violation within the specified timeframe may result in [Consequences].

We understand that questions or concerns may arise. Please do not hesitate to contact us at [Contact Information] if you need any assistance or clarification.

Thank you for your prompt attention to this matter. We appreciate your cooperation in maintaining the high standards of our community.

Sincerely,

[Your Name/HOA Board/Management Company]