[DATE]

[NAME & ADDRESS OF ORDINANCE VIOLATOR]

*RE: [Insert Property location}*

Dear Property Owner or Interested Party:

The above-referenced property had a manufactured home located on the property pursuant to a conditional use permit. As of the date of this letter, the property has failed to meet the criteria of the conditional use permit. The records of the city indicate that no certificate of occupancy has been issued for this property.

The property needs the following actions to meet the requirements of the conditional use permit:

Please be advised that if the property does not meet the permit requirements within sixty days from the date of this letter, the City of Dyer will have no choice but to take legal action against the property which may include condemnation of the structures and/or eviction proceedings for premises without valid certificates of occupancy. If you have any questions do not hesitate to contact Dyer City Hall.

Very truly yours,