

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name	Date	Return address: Name
Company		Address Line 1
Address Line		Address Line 2
City, State Zip Code		City, State Zip Code

Re: Zoning Ordinance Violation  
Skirting of Mobile Home

Dear

The zoning ordinance of the City provides that Mobile Homes must be skirted at the bottom and your mobile home located at does not comply with this provision.

This letter is formal notice that you should skirt your Mobile Home within ten (10) days or you may be subject to fines and penalties pursuant to the zoning ordinance.

You should contact this office upon your receipt of this letter in order to avoid further action.

Your attention to this matter is appreciated.

Sincerely,

City Clerk

md/th  
cc: Zoning Ordinance Violation File