**Example 2nd Notice Warning Letter**

[*month & day*], 2013

OWNER

ADDRESS

[*your jurisdiction*]ND 58XXX

RE: 2nd NOTICE OF VIOLATION

Dear [*name of property owner*]:

This letter is concerning your property at [*address*]**,** ND. My office sent you a letter dated [*enter date of initial warning letter*], 2013, regarding [*summarize the violation*] prohibited items stored outdoors at this property which is in violation of Section [*cite code*] of [*your jurisdiction name*] Code of Ordinances. While progress has been made, the following items still need to be removed from outdoor storage: scrap lumber, scrap metals, machinery parts. I have enclosed pictures of these items and a copy of Section [*cite code*] of [*your jurisdiction name*] Code of Ordinances for your information.

[*provide a second deadline*]

Please remove these items from outdoor storage by June 11, 2013. If they are not removed from outdoor storage by that time a legal notice and order will be issued.

I thank you in advance for your cooperation with this matter. Please contact me at 701-XXX-XXXX if you have any questions

Sincerely,

[name and title of enforcement official]

[name of department]

[name and address of jurisdiction]

Enclosed: Section 14-05-05.1. Accumulation of Certain Items Prohibited.

 Pictures of [*address of violation*] ND