

Notice of Intent to Impose Fine

Date:

To:

Dear ,

This letter serves as formal notification of our intent to impose a fine regarding the following matter:

Description of Violation	<input type="text"/>
Date of Violation	<input type="text"/>
Amount of Fine	<input type="text"/>

You are hereby notified that you have days from the date of this notice to provide a written response or to correct the violation described above.

Should you fail to respond or resolve the violation within the specified period, the fine indicated will be imposed without further notice.

If you have any questions regarding this matter, please contact us at .

Sincerely,