

Severn Woods Homeowners Association, Inc.

John and Jane Doe
0000 Golden Pine Cir
Severn, MD, 21144

January 1, 2025

The Severn Woods Homeowners Association, Inc. is writing this letter to inform you that we believe you/your property is in violation of Covenants > Article __ > Section __.

The following has been brought to our attention:

{ insert issue }

We understand that some homeowners may be unaware of the Covenants so please let this serve as your friendly reminder and warning. If the violation has not been rectified by **{ date }** we will need to escalate. According to our Covenants, Article X, Section 5, violations that continue to go uncorrected may be subject to substantial legal fees and a lien against their property.

Your cooperation in this matter is sincerely appreciated. If you need additional clarity with what is being asked here, please reach out.

Sincerely,
{ Insert Name }
SWHA President

{ Sign it }

Sample

