

Form D

Warning letter

[Return address and contact details]

Dear [*name*],

Notification of breach of by-law

The body corporate believes that on [*date*] at [*time*] you were in breach of by-law [*number*], which reads as follows:

[Quote wording of by-law]

As the breach may have been unintentional, this letter will serve as your initial warning under the body corporate's by-law enforcement process. However, it is important that I point out that a further breach of the by-law will result in a By-Law Contravention Notice being issued, where non-compliance can result in a maximum penalty of \$2,611.00 being applied.

It is most important that all residents comply with the Scheme's by-laws and your future observance of the above by-law, as well as the by-laws generally, would be appreciated by the body corporate committee.

If you have any questions or concerns, please feel free to contact me or the body corporate manager.

Yours faithfully,

.....

[**Name**]

Secretary
Body corporate for [Name] CTS [Number]