**Date:** Select today’s date.

**From:** Enter your name here.  
**On behalf of:** Enter the condominium corporation’s legal name here.  
Enter the condominium corporation’s address here (including street address, unit number, municipality, province, and postal code).

**To:** Enter the Unit Owner’s name here.  
Enter the Unit Owner’s address here (including street address, unit number, municipality, province, and postal code).

**Subject:** Enter the subject of your letter here.

Dear Enter the Unit Owner’s name here,

We are reaching out you today about an ongoing infestation related issue. This is the second time that we are contacting you about this issue. We previously contacted you by Enter contact method here on Select first contact date. In sending this letter, we hope that we can discuss this issue and come to a mutually agreeable resolution.

The board of directors have been informed that the previous infestation related issues have not been resolved. Describe the infestation issue you are experiencing, including what the infestation issue is, when and where it has occurred, how often it occurs, and you can also include any relevant provisions in your condominium corporation’s governing documents. You can also describe when and how you have previously raised this issue with the owner causing the issue.

We request that you take immediate action to resolve this issue.

Please note that if this dispute cannot be collaboratively resolved, we may need to resolve this infestation issue by other means, such as through mandatory mediation or arbitration, or by requesting an oppression or compliance order from the Superior Court of Justice.

Our hope is that we can resolve this issue collaboratively without having to escalate it further.

For more information about infestation issues, you can review the information available on the Condominium Authority of Ontario’s website, which is available at <https://www.condoauthorityontario.ca/issues-and-solutions/infestation/>.

If you would like additional information or to discuss this issue and/or any potential resolutions with the board of directors, you can contact us by Enter your preferred contact method here at Provide your contact information here.

Thank you in advance for your cooperation.

Sincerely,

Enter your name here.