**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).

Enter the Unit Occupant’s name here.  
Enter the Unit Occupant’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 and Enter the Unit Occupant’s name here,

We are reaching out to both of you today about a non-compliance 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.

On Select date of settlement agreement we entered into a settlement agreement. Briefly describe the terms of the settlement agreement and what was agreed to by each party.

On Select date of non-compliance you failed to follow or comply with this settlement agreement. Describe the non-compliance issue you are experiencing, including what terms have not been complied with, when and how the non-compliance occurred, and how the non-compliance issues could be addressed. You can also describe when and how you have previously raised this issue with the owner and/or occupant causing the issue.

We remind you that this settlement agreement is binding and must be followed by all parties. We request that you take immediate steps to comply with the settlement agreement.

Our hope is that we can resolve this issue collaboratively without having to escalate this issue further. Please note that if further escalation is required, the board of directors may file an application with the Condominium Authority Tribunal to resolve this issue. The Tribunal can accept and resolve cases about compliance with settlement agreement issues in condominium communities. For more information about the Tribunal, you can visit their website at <https://www.condoauthorityontario.ca/tribunal/>.

For more information about compliance with settlement agreements, 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/compliance-with-settlement-agreements/>.

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.