**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 an ongoing odour 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 odour issues have not been resolved. Describe the odour issues you are experiencing, including what the odour 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 and/or occupant causing the issue.

We are requesting that you take immediate action to resolve this issue.

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 odour 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 odour 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/odour-issues/>.

If either of 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.