**Date:** Select today’s date.

**From:** Enter your name here.  
Enter your address here (including street address, unit number, municipality, province, and postal code).

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

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

**CC:** 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).

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

Dear Enter the Unit Owner’s name here and Enter the Unit Occupant’s name here,

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

For the past Enter timeframe here I have been experiencing a light related issue. Describe the light issue you are experiencing, including what the light issue is, when 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 occupant causing the issue, and/or with the board of directors and/or condominium manager.

I am requesting that you take immediate action to resolve this issue. I have also sent a copy of this letter to the condominium corporation’s board of directors, so they are aware.

My hope is that we can resolve this issue collaboratively without having to escalate this issue further. Please note that if further escalation is required, I may file an application with the Condominium Authority Tribunal to resolve this issue. The Tribunal can accept and resolve cases about light 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 light 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/light/>.

If either of you would like additional information or to discuss this issue and/or any potential resolutions with me, you can contact me 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.