

February 26, 2018

**RE: SUB-STANDARD PROPERTY VIOLATION  
RECORD:  
PROPERTY ADDRESS: , South Bend, IN**

Dear Property Owner:

Periodic inspections have been made, but the Code Enforcement neighborhood inspector has not been able to gain entry to determine if the interior repairs have been completed. Please contact your neighborhood inspector within **ten (10) days** of the date of this letter, to set up an appointment for an interior inspection.

If an interior inspection is not set up or conducted, or if it is found that interior violations exist, it may be necessary for the Department of Code Enforcement to take further action against you.

Sincerely,

A handwritten signature in blue ink that reads "Randy Wilkerson". The signature is written in a cursive style and is placed on a light blue rectangular background.

Randy Wilkerson  
Director of Code Enforcement