[Municipal letterhead]

[Date]

[To]

[Address]

**Re: FINAL NOTICE**

 Violation of [name of Municipality] By-law No. XX, [name of by-law]

**CONTRAVENTION**: This Final Notice is issued to you that as a result of your failure to comply with the Penalty Notice issued to you for violation of the [name of Municipality] By-law No. XX [insert a brief description of the violation and of the section(s) of the By-law violated].

As a result, you have until [month, day, year] (“Deadline”) to **EITHER**:

1. Pay the penalty of $XX; **OR**
2. Request a review by a screening officer.

**PAYMENT:** Payment must be made by [set out how the payment is to be made to the Municipality].

**REQUEST FOR REVIEW**: A request for review by a screening officer must be made by [set out how the request for a review may be made]. If you request a review, the screening officer will review the circumstances that resulted in the Penalty Notice, as well as the information you and the by-law enforcement officer provide.  After the review, the screening officer may confirm or reduce the penalty amount, cancel the Penalty Notice, or enter into a compliance agreement with you providing for you to bring yourself into compliance with the By-law [adjust screening officer options based on Municipality’s by-law providing for screening officer’s powers].

**FAILURE TO RESPOND**: If you have not paid the penalty or requested a review by the Deadline, the penalty amount will be due and payable immediately. Failure to pay will result in the Municipality taking collection proceedings against you to collect the penalty amount.

By-law Enforcement Officer