[Municipal letterhead]

[Date]

[To]

[Address]

**Re: PENALTY NOTICE**

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

**CONTRAVENTION**: This Penalty Notice is to inform you that I believe you are in violation of the [name of Municipality] By-law No. XX as follows: [insert a brief description of the violation and of the section(s) of the By-law violated].

As a result of this violation you are subject to the following penalty: $XX

You have until [month, day, year] (“Deadline”), to **EITHER**:

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

**EARLY PAYMENT DISCOUNT**: The penalty amount will be reduced to $XX if paid in full on or before [month, day, year]. Otherwise, you must pay the full penalty amount.

**PAYMENT:** Payment is to 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 this 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 Municipality will, after final notice to you, take proceedings against you to collect the penalty amount.

By-law Enforcement Officer