*Disclaimer: This is a sample form only. Prior to using the form, it is recommended that you consult with your attorney and modify the form to suit your preferences. The MS Municipal League makes no guarantees that the information in this form is completely accurate, but it is prepared to the best of its knowledge.*

**[INSERT CITY LETTERHEAD]**

**[INSERT DATE]**

**[INSERT NAME OF PROPERTY OWNER]**

**[INSERT ADDRESS]**

**RE: [INSERT SUBJECT PROPERTY ADDRESS]**

Dear **[INSERT NAME OF PROPERTY OWNER]**,

On **[INSERT HEARING DATE]** the Mayor and Board of Aldermen of the **[INSERT CITY NAME]**, Mississippi, (the “City”) voted to adjudicate your property located at **[INSERT SUBJECT PROPERTY ADDRESS]** (the “Property”) a menace to the public health, safety, and/or welfare of the community in accordance with Section 21-19-11, Mississippi Code of 1972.

City employee(s) will be at the Property on or after [**INSERT DATE THAT IS AT LEAST 10 DAYS AFTER THE HEARING DATE**] to clean this Property if it has not already been done so to the satisfaction of the City.

The cleaning of the Property will include: [**INSERT DESCRIPTION OF CLEAN-UP PROJECT CONSISTENT WITH SECTION 21-19-11]**.

The costs associated with this cleaning of the Property may become a civil debt against you and/or an assessment against the Property. If you have any questions regarding this matter or do not fully understand, please contact **[INSERT CONTACT NAME & CONTACT INFORMATION]**.

Sincerely,

**[NAME, TITLE]**