

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 City of Ridgeland makes no guarantees that the information in this form is completely accurate, but it is prepared to the best of its knowledge.

April 13, 2010

Joe Doe Smith
123 Concrete Street
Anywhere, MS 39001

**RE: 123 Concrete Street
Anywhere, MS 39001**

Dear Mr. Smith,

On Date, 2010, the Mayor and Board of Aldermen of the City of Anywhere voted to adjudicate and clean the property at 123 Concrete Street, Anywhere, MS 39001 in accordance with Mississippi Code 21-19-11. On Date, 2010, City of Anywhere employees cut and cleaned this property, and you were sent an invoice for the work completed. An assessment lien by resolution was filed with the Somewhere County Chancery Clerk's office and copied to the Tax Collector's office for collection.

The property is once again in need of cleaning. You are hereby notified that the property will again be cleaned by the employees of the City of Anywhere on or after *[Insert a date that provides at least 7 days notice]*. The costs associated with the cleaning will be sent to you in an invoice, to provide you an opportunity to pay the debt. If the debt is not paid in a timely manner, an assessment lien by resolution will be filed in the Somewhere County Chancery Clerk's office and copied to the Tax Collector's office for collection. Thanks for your time and help in this matter, if you have any questions please feel free to contact me at the Community Development Department at 601-555-1212.

Sincerely,

Frank Jones
Code Enforcement Officer
City of Anywhere
Frank.Jones@anywherems.org