**Date:** Select today’s date.

**From:** Enter your name here.  
Enter your address here (including street address, unit number, municipality, province, and postal code).

**To:** Enter the Unit Occupant’s name here.  
Enter the Unit Occupant’s address here (including street address, unit number, municipality, province, and postal code).

Enter the Unit Owner’s name here.  
Enter the Unit Owner’s address here (including street address, unit number, municipality, province, and postal code).

**CC:** Enter the condominium corporation’s legal name here.  
Enter the condominium corporation’s address here (including street address, unit number, municipality, province, and postal code).

**Subject:** Enter the subject of your letter here.

Dear Enter the Unit Owner’s name here and Enter the Unit Occupant’s name here,

I am reaching out to both of you today to bring a concern to your attention. In sending this letter, I hope that we can discuss this issue and come to a mutually agreeable resolution.

On Select date of settlement agreement. we entered into a settlement agreement. Briefly describe the settlement agreement.

On Select date of non-compliance there has been a failure to follow or comply with this settlement agreement. Describe the non-compliance issue you are experiencing, including what terms have not been complied with, when and how the non-compliance occurred, and how the non-compliance issues could be addressed.

At this time, I want to remind both of you that the previous settlement agreement is binding and must be followed by all parties.

For more information about compliance with settlement agreements, you can review the information available on the Condominium Authority of Ontario’s website, which is available at <https://www.condoauthorityontario.ca/issues-and-solutions/compliance-with-settlement-agreements/>.

Finally, please note that the Condominium Authority Tribunal can accept and resolve cases about compliance with settlement agreements in condominium communities. For more information about the Tribunal, you can visit their website at <https://www.condoauthorityontario.ca/tribunal/>.

My hope is that we can resolve this issue collaboratively without having to escalate it further.

If either of you would like additional information or to discuss this issue and/or any potential resolutions with me, you can contact me by Enter your preferred contact method here at Provide your contact information here.

Thank you in advance for your cooperation.

Sincerely,

Enter your name here.