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Date :  
 Our Ref:

Dear Sir/Madam

### Removal of Graffiti from Private Premises

It has come to the Council's attention that your property at .....

.....  
 has been blighted by graffiti. The purpose of this letter is to put you on notice that the Council **would like** the graffiti to be removed as soon as possible.

The Council is able to offer you a graffiti removal service. If you would be interested in using this service and would like a quotation of the cost of undertaking this work, please complete the details below.

Customer Name .....

Telephone Contact Number .....

Email Address .....

Please send your details to the Council at the address shown at the top of this letter. Alternatively you can send your details by fax or email. The fax number and email address are also shown at the top of this letter.

*If you do not wish to use the Council's graffiti removal service please contact me within the next 7 calendar days with your proposals for removing the graffiti from the above premises.*

Please be aware:

- (i) That due to the porous nature of some materials the removal of the graffiti may not be 100% effective; and
- (ii) That the removal of the graffiti may have some adverse effect on some materials such as the surface of bricks and other construction materials and could in some cases cause premature ageing of materials such as plastics and may affect the transparency of glass and PVC etc.

Upon receipt of your details we will contact you to discuss a quote for the graffiti removal and a timescale for the works.

In the meantime please be aware that graffiti is a criminal offence and should be reported to the Police. Your insurers may also be able to give you help and advice.

Yours faithfully

Graffiti Removal Supervisor

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