

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

Re: Lease violation

We would like to take this opportunity to bring a potentially dangerous situation to your attention. In the past years of managing your property and many others similar to yours, we have been fortunate that we have never had a major fire. However, we have seen a pattern of minor fires which have all been connected to a similar cause. This is the use of cooking oil to fry food on your apartment stove. Always keep a careful watch on cooking oils while heating them. Never turn the burner on "High" and leave a pan containing oil unattended. Heat oil gradually. Do not pick up the pan while using cooking oil. If a pan containing grease or food catches fire, cover it with a lid and turn the burner off. Never pour water or anything else on a grease fire. Likewise, if a pan fire starts in the oven - while grilling meat for instance - turn off the heat. Close the oven door to help suffocate the flames. If the fire does not go out immediately, call the fire department.

We ask that all residents be particularly careful when cooking in this manner. This type of cooking has resulted in several fires over the past years, and we are very concerned that a future fire may be more serious. We feel strongly that safety at your property should be the concern of both the management company and the residents.

This is a violation of your lease and may be the basis for an eviction.

Your cooperation will be appreciated. If you have any questions, please call your rental agent.

Sincerely,

«rental_agent»