

«today»

«head\_of\_household»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Dear «head\_of\_household»:

Re: Lease violation

It has come to our attention that there may be damage to the inside of your apartment. We are scheduling an inspection of your apartment on \_\_\_\_\_ to determine what repairs are required. It will not be necessary for you to be there.

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»