

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

Re: Lease violation

Recently, we have had to call plumbers in for a number of clogged drain lines. These problems were caused by grease being poured down the sinks. This practice can result in serious problems and inconvenience for all residents. Therefore, we request that all grease be put into a container (such as a coffee can) and then placed with your trash.

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»