

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

Re: Lease violation

Your apartment recently failed an inspection conducted by the management company.

The items which are in need of attention and repair are listed below. A re-inspection of your apartment is scheduled on_____. It is necessary to rectify the deficiencies listed below by that time .

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»

Items that need repair: