

«today»

«head\_of\_household»

«address\_line1»

«address\_line2»

«address\_line3»

«city», «state» «zip»

Re: Lease Violation

Dear ««head\_of\_household»»:

We would like to clarify our policy regarding procedures for using the laundry facilities at your property. We strongly recommend that all tenants using the laundry equipment do not leave their clothing unattended while either in the washer or dryer. If tenants arrive at the laundry room to find the machines not in use but with clothing in them, we have no objection to that tenant removing the clothing from that machine. We would ask that tenants be considerate and place those clothes neatly on the folding table.

If residents have an objection to having their clothes removed from the machine when the cycle is completed, we encourage them not to leave their clothing unattended in the machine.

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

Sincerely,

«rental\_agent»