

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

Re: Lease violation

It has been brought to our attention that there is an odor in the entry hall that is coming from your apartment. If you are aware of this problem, please take the necessary steps to eliminate it. If you are not aware of this problem, please take the time to identify its source and correct the problem. Because this odor may be offensive or unhealthful, we have an obligation to see that it is resolved.

A «mgmt_company» representative will inspect your apartment on _____ to determine if the problem continues. If we find that this is still a problem, we can try to help you work out a solution.

Thank you for your attention to this matter. If you have any questions or concerns regarding this letter, please do not hesitate to contact me.

Sincerely,

«rental_agent»