

«today»

«full_name»
«address_line1»
«address_line2»
«address_line3»
«city», «state» «zip»

Dear «full_name»:

On several occasions, we have been unsuccessful in attempting to contact you regarding _____. Therefore, unless we hear from you, we will be entering your apartment to perform this repair on _____. It will not be necessary for anyone to be home. If you would like to make other arrangements for this work to be done, please contact «rental_agent» at «mgmt_company».

Sincerely,

«mgmt_company»