

# Notice to Repair

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: \_\_\_\_\_

RE: Request for repairs at: \_\_\_\_\_

Please be advised that I am formally requesting that the following conditions be repaired or remedied: \_\_\_\_\_

Please provide me a written explanation for any delay in performing your duty to repair or remedy the conditions set out above.

Signed: \_\_\_\_\_

Certified Mail/Return Receipt Requested