

_____ (write your name(s))

_____ (write your address)

_____ (write your landlord's name)

_____ (write your landlord's address)

_____ (write today's date)

Dear _____: (write your landlord's name)

I rent a home from you. The home is located at:

.

_____ (write your home address)

There are defects at the home I rent from you. I would like you to fix these problems. The problems at my home are:

1. _____ 4. _____

2. _____ 5. _____

3. _____ 6. _____

Please contact me in the next seven (7) days to let me know when you can fix these problems. If you do not repair within 30 days of this letter, I will repair the defect and deduct from the rent the actual and reasonable cost of the work, not to exceed one-half of one month's rent.

Please contact me at _____

(your mailing address, phone number or both)

Sincerely,

_____ (sign your name)

_____ (print your name)