

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]

[Date]

[Landlord or Property Management Name]
[Company Name]
[Address]
[City, State, Zip Code]

RE: FINAL NOTICE - Exhaustion of Maintenance Requests for [Your Rental Address]

Dear [Landlord/Property Manager Name],

I am writing this letter as a final formal notice regarding the outstanding maintenance issues at the property mentioned above. Despite my multiple previous requests, the following repairs have not been completed:

- [Issue 1 - e.g., Leaking kitchen sink reported on Date]
- [Issue 2 - e.g., Broken HVAC system reported on Date]
- [Issue 3 - e.g., Structural damage reported on Date]

I have documented all prior communications, including emails and phone logs, dated [List dates of previous contact]. This letter serves as notice that I have exhausted all standard procedures to have these issues addressed through your maintenance portal and management office.

Please be advised that these conditions [affect the habitability of the unit / violate my right to quiet enjoyment / represent a safety hazard]. I am requesting that these repairs be completed within [Number of days, e.g., 7] business days from the receipt of this letter.

If these repairs are not addressed within this timeframe, I will have no choice but to pursue further action, which may include contacting local building inspectors, filing a formal complaint with the housing authority, or seeking legal counsel regarding [rent withholding / repair-and-deduct remedies], as permitted under [State/Local] law.

I hope to resolve this matter promptly and amicably.

Sincerely,

[Your Signature]

[Your Printed Name]