

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address/Unit Number]

RE: NOTICE OF HEALTH AND SAFETY REMEDIATION

Dear [Tenant Name],

This letter serves as formal notice regarding required health and safety remediation work at the property listed above. During a recent inspection or report, the following hazard(s) were identified:

[Insert Description of Issue, e.g., Mold, Lead, Structural Damage, Pest Infestation]

To ensure the property meets local building codes and safety standards, the following actions will be taken:

- [Description of Work Step 1]
- [Description of Work Step 2]
- [Description of Work Step 3]

Schedule of Work:

The remediation process is scheduled to begin on [Start Date] and is expected to be completed by [Estimated Completion Date]. Contractors will require access to your unit between the hours of [Start Time] and [End Time].

Tenant Requirements:

To facilitate these repairs, we kindly request that you:

- Clear all items from the following areas: [List Specific Areas]
- Ensure pets are secured or removed from the premises during work hours.
- [Additional Instructions]

We apologize for any inconvenience this may cause. These measures are necessary to maintain a safe and healthy living environment for all residents. If you have any questions or need to reschedule access, please contact [Contact Person Name] at [Phone Number] or [Email Address] immediately.

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]