

Date: [Date]

To: [Tenant Name(s)]

Property Address: [Full Property Address and Unit Number]

Subject: Notice of Environmental Hazard Remediation

Dear [Tenant Name],

This letter is to formally notify you that an environmental hazard has been identified at the property listed above. The specific hazard identified is: [Type of Hazard, e.g., Mold, Lead-Based Paint, Asbestos, Radon].

Remediation Schedule:

The remediation process is scheduled to begin on [Start Date] and is expected to be completed by [Estimated End Date]. Work will take place between the hours of [Start Time] and [End Time].

Scope of Work:

A certified environmental contractor, [Contractor Name], has been hired to perform the following actions:

[Description of work to be performed]

Tenant Requirements and Safety:

To ensure your safety and the efficiency of the remediation process, please adhere to the following instructions:

- [Instruction 1: e.g., Provide access to the unit on the dates specified.]
- [Instruction 2: e.g., Keep children and pets away from the work area.]
- [Instruction 3: e.g., Relocate personal items from the affected area.]

Relocation (If Applicable):

[Select one:]

- No relocation is required at this time.

- Temporary relocation will be required during the remediation period. Please contact management to discuss arrangements.

We apologize for any inconvenience this may cause. Our priority is to maintain a safe and healthy living environment for all residents. If you have any questions or concerns regarding this process, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Property Manager Name]

[Management Company Name]

[Contact Information]