

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

[Date]

[Recipient Name]
[Recipient Title/Role]
[Company Name/Landlord Name]
[Address]
[City, State, Zip Code]

RE: Follow-Up Regarding Property Condition and Repair Costs for [Property Address]

Dear [Recipient Name],

I am writing to follow up on our previous communication dated [Date of Previous Communication] regarding the current condition of the property located at [Property Address].

As previously discussed, the following issues require immediate attention:

- [Description of Issue 1]
- [Description of Issue 2]
- [Description of Issue 3]

To date, I have received the following estimates/invoices regarding the repair costs:

- [Service Provider Name]: \$[Amount]
- [Service Provider Name]: \$[Amount]

The total estimated cost for these repairs is \$[Total Amount]. Please find the itemized quotes attached to this letter for your review.

As these repairs are necessary to maintain the property in a safe and habitable condition, I am requesting that you [Select one: reimburse these costs / approve these estimates / deduct these costs from the next rent payment] by [Date].

Please confirm receipt of this letter and provide your written consent or payment instructions by [Deadline Date]. I look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures: [List attached documents, e.g., Inspection reports, Repair quotes, Photos]