

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Landlord or Property Manager Name]
[Company Name, if applicable]
[Address]

RE: Formal Notice Regarding [Insert Issue, e.g., Security Deposit / Repair Request / Lease Termination]

Dear [Name of Landlord or Property Manager],

I am writing to you as the tenant of the property located at [Your Rental Address]. The purpose of this letter is to formally cite the applicable residential landlord-tenant laws governing our current dispute regarding [Briefly state the issue].

Please be advised that pursuant to [State/Local Statute Name and Section Number], [Describe the legal requirement, e.g., the landlord must return the security deposit within 30 days].

Specifically, the law states:

"[Insert exact quote from the statute or a clear summary of the legal provision]"

Based on the aforementioned law, I am requesting that you [State the specific action you want the landlord to take] by [Date].

I hope to resolve this matter amicably and promptly without the need for further legal action or intervention from the local housing authority. Please provide written confirmation of your intent to comply with these regulations by [Date].

Sincerely,

[Your Signature]
[Your Printed Name]