[You Name]

[Company Name]

[Street Address] [City, ST ZIP Code]

[Date]

[Recipient Name]

Dear [Recipient Name]:

I'm writing this out of serious concern and want you to report me on urgent basis. You must be aware of a rental property’s maintenance issue. And try to upkeep your allocated area at all cost. I personally visit every resident's apartment to check whether they've maintained it in the good condition or not.

Last Friday I visited your house and respective premises and was shocked to see its unsatisfactory condition. The terrace grills are deformed probably because you tried to shift heavy furniture from that side. Similarly, the outdoor square lawn is completely rotten. And it seems you never watered it in ages. Moreover, the indoor situation is far unaccepted to be even explained in words.

I am giving you 30 days to improve the condition of this residence otherwise I will start your eviction procedure. And along with that, the charges of all things you disfigured will be applied. Therefore, it would be beneficial for you to take immediate action upon receiving my notice before the legal process begins.

Sincerely,

[Your Name]

[Title]

cc: [Manager Name]