March 31, 2022

*Sent via Certified Mail, Return Receipt Requested*

[Complex Name]

ATTN: [Property Manager’s Name if known]

RE: [Complex, Unit #]

To Whom It May Concern:

I am writing to you as the agent for [COMPLEX]. Please direct this letter to the individual with authority to resolve this issue.

On [DATE], [BRIEF DESCRIPTION OF WHAT HAPPENED CAUSING THE CONDITION THAT AFFECTS HEALTH AND SAFETY]. This caused [LIST THE CONDITION(S) THAT MATERIALLY AFFECT HEALTH AND SAFETY].

Please repair the condition(s) within seven (7) days from the date you receive this letter. If the work cannot be completed within seven (7) days, please provide an explanation. If no effort is made to repair the condition, I will have no choice but to pursue legal remedies under Chapter 92, Subchapter B, of the Texas Property Code, including but not limited to, termination of the lease or a court order for the repairs and a rent reduction until the repairs are complete.

Respectfully,

[***EACH TENANT’S SIGNATURE***]

[EACH TENANT’S FULL NAME]

CC: [PROPERTY OWNER]

[PROPERTY OWNER’S ADDRESS]