

Date: [Insert Date]

To: [Tenant/Owner Name]

Address: [Property Address]

Unit Number: [If Applicable]

Subject: Formal Citation of Property Maintenance and Repair Clauses

Dear [Name],

This letter serves as a formal notification regarding the current condition of the property located at [Address]. Upon recent inspection, it has been noted that certain maintenance standards are not being met.

Pursuant to our signed agreement dated [Date], we wish to draw your attention to the following specific clauses:

- **Clause [Number]:** [Insert exact text of the maintenance clause]
- **Clause [Number]:** [Insert exact text of the repair obligations clause]

Specifically, the following issues must be addressed:

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

According to the terms of the agreement, you are required to remedy these issues by [Insert Deadline Date]. Failure to perform the necessary repairs or maintenance may result in [mention consequence, e.g., legal action, fines, or repair at your expense].

Please contact the undersigned by [Date] to confirm that the required actions are underway or to schedule a follow-up inspection.

Sincerely,

[Your Name/Company Name]

[Title]

[Phone Number]

[Email Address]