

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

[Date]

[Landlord or Property Manager Name]  
[Company Name]  
[Address]

**RE: NOTICE OF FAILURE TO REPAIR AND DEMAND FOR COMPLETION**

Dear [Landlord/Manager Name],

I am writing this formal letter to address the outstanding repairs required at the property located at [Property Address].

On [Date of Original Request], I notified you regarding the following issues:

- [Description of repair issue 1]
- [Description of repair issue 2]

Despite my previous notification(s), these repairs have not been completed. These conditions [affect the habitability of the premises / interfere with my quiet enjoyment of the property / pose a safety risk].

I am demanding that these repairs be completed immediately. Please be advised that if the work is not finished by [Date - usually 7 to 14 days from today], I will be forced to pursue further legal remedies. This may include, but is not limited to, contacting local building inspectors, filing a claim in small claims court, or [mentioning "repair and deduct" or "withholding rent" if applicable by your local law].

Please contact me immediately to confirm when the repairs will be performed.

Sincerely,

[Your Signature]

[Your Printed Name]