

Date: [Insert Date]

To: [Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

Re: NOTICE OF INCOMPLETE REQUIRED REPAIRS

Dear [Landlord/Property Manager Name],

I am writing to formally follow up on the repair requests previously submitted for the property located at: [Your Property Address].

While some work may have been initiated, the following specific repairs remain incomplete or have not been addressed to a functional standard:

- **[Repair Item 1]:** [Description of what is still broken or unfinished]
- **[Repair Item 2]:** [Description of what is still broken or unfinished]
- **[Repair Item 3]:** [Description of what is still broken or unfinished]

These issues affect the habitability and safety of the premises. Please consider this a formal request to have these specific repairs completed by [Insert Date, e.g., 7 days from now].

Please contact me at [Your Phone Number] or [Your Email] to schedule a time for the maintenance staff to access the property and finalize these items.

Sincerely,

[Your Name]

[Your Phone Number]