

Date: [Insert Date]

Property Address: [Insert Property Address]

Subject: NOTICE OF REQUIRED EXTERIOR MAINTENANCE AND FASCIA REPAIR

Dear [Owner/Tenant Name],

This letter serves as a formal notice regarding the current condition of the exterior of the property located at [Insert Address]. During a recent inspection, several areas were identified that require immediate attention to prevent further deterioration or structural damage.

Required Repairs:

- **Fascia Boards:** Repair or replacement of damaged, rotting, or peeling fascia boards to ensure the roofline is sealed and protected from water intrusion.
- **General Exterior Maintenance:** [Insert specific details, e.g., gutter cleaning, pressure washing, or painting].

Please ensure that these repairs are completed by [Insert Deadline Date]. Failure to address these issues may result in [Insert Consequence, e.g., fines, further legal action, or repairs being conducted at the owner's expense].

If you have already scheduled these repairs or have questions regarding this notice, please contact [Insert Contact Name] at [Insert Phone Number/Email] as soon as possible.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Organization Name]

[Title/Position]

[Contact Information]