

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name or Property Management Company]
[Recipient Address]
[City, State, Zip Code]

RE: SECOND REQUEST - Unauthorized Property Repairs at [Property Address]

Dear [Recipient Name],

I am writing this second letter regarding the unauthorized repairs performed at [Property Address] on [Date of Repair]. I previously contacted you on [Date of First Letter] regarding this matter, but as of today, I have received no response and the property has not been restored to its original condition.

As stated previously, the following work was completed without my written consent or prior authorization:

[Briefly list the unauthorized repairs].

This work violates the terms of our [Lease/Contract/Agreement] dated [Date of Agreement]. I am again requesting that you revert the property to its original state at your own expense. This restoration must be completed no later than [Deadline Date].

Please confirm in writing by [Date] that you intend to comply with this request and provide a schedule for the restoration work. If I do not hear from you or if the repairs are not reversed by the specified deadline, I will be forced to take further action, which may include [legal action/deducting costs/termination of agreement].

I look forward to your immediate attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]