

Date: [Date]

Tenant Name: [Tenant Name]

Address: [Property Address, Unit Number]

RE: FIRST WARNING - NOTICE TO CLEAN UP UNSANITARY CONDITIONS

Dear [Tenant Name],

This letter serves as a formal warning regarding the sanitary condition of your rental unit. During a recent [inspection/visit] on [Date], it was observed that your living space is not being maintained in a clean and safe manner.

Specifically, the following issues were identified:

- [Describe issue, e.g., excessive trash buildup]
- [Describe issue, e.g., unsanitary kitchen or bathroom conditions]
- [Describe issue, e.g., presence of pests due to food waste]

Per your lease agreement, you are required to keep the premises clean, sanitary, and free from debris that may cause health hazards or attract pests. These conditions pose a risk to the property and the health of other residents.

Required Action:

You are required to remedy these conditions by [Deadline Date]. All trash must be removed, and the unit must be cleaned to a standard that meets health and safety regulations.

A follow-up inspection will be conducted on [Inspection Date] at [Time] to ensure compliance. Failure to correct these issues may result in further disciplinary action, including potential termination of your tenancy.

Please contact the management office immediately if you have any questions.

Sincerely,

[Your Name/Property Manager Name]

[Management Company Name]

[Phone Number]