

[Date]

[Tenant Name]

[Unit Number]

[Property Address]

## **RE: NOTICE OF MANDATORY CLEANING COMPLIANCE**

Dear [Tenant Name],

This letter serves as a formal notice regarding the sanitary condition of your unit. Following a recent [inspection/report], it has been determined that your unit is currently not meeting the minimum cleanliness and safety standards required by your lease agreement.

Specifically, the following areas require immediate attention:

- [Area 1: e.g., Kitchen surfaces and grease buildup]
- [Area 2: e.g., Accumulation of trash or debris]
- [Area 3: e.g., Bathroom mold or sanitation issues]

Per the terms of your lease, you are required to maintain your premises in a clean, safe, and sanitary condition. You are hereby requested to rectify the issues listed above by [Compliance Deadline Date].

A follow-up inspection will be conducted on [Inspection Date] at [Time] to ensure the unit is in compliance. Failure to address these issues may result in further action, including professional cleaning at your expense or legal proceedings regarding lease violations.

If you have any questions or have already resolved these matters, please contact the management office immediately.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company]

[Phone Number]

[Email Address]