Tenant’s Full Name

🡼 Type in your name so the recipient knows who is sending them a letter.

Type the name and

address of the recipient. 🡺

The Apartments of San Marcos

123 Anywhere Street

San Marcos, TX 78666 *Via Regular Mail and CMRRR*

 ***ALWAYS*** 🡺

include the date you are sending the letter!

 12/12/2018

🡸 Succinctly tell the reader what the letter is about in the ***re: subject line***.

Re: Subject

To Whom It May Concern:

Retype the name of the recipient 🡽

here.

I am writing you as the registered agent for [The Apartments of San Marcos]. Please direct this letter to the person or persons with authority to resolve the following matter.

🡸 PROBLEM: Describe the problem.

Be concise.

Be polite.

Use bullet points if that’s easier.

 As you know I have submitted several repair requests.

* My toilet needs to be fixed. It is still leaking.
* The refrigerator smells of mildew.
* The couch I am supposed to have has not arrived yet.

SOLUTION: 🡺

Suggest a remedy. Set a specific date you want the problem solved by.

 I’d appreciate it if you could have everything fixed within 10 business days of the date I send this letter. Thank you.

Regards,

List the names of “Attachments” (documents pictures) you

are sending with

🡸 the letter.

***ALWAYS*** 🡺

sign your name (don’t type it).

***Tenant’s Signature***

Type out your 🡽

name even though you’ve signed the letter.

Tenant’s Full Name

Attachments: Picture of toilet, copy of previous repair requests,

E-mails

CC: Name of the Owner of the Apartments, LLC; Quicksilver Street, Suite 456; City Somewhere, State, 75309

🡸 Send or “CC” the letter to whomever else needs to see it, like the property owner or manager.