Via Certified Mail/Return Receipt and First-class Mail

The Apartments of San Marcos

ATTN: Property Manager

Address

City, TX Zip Code

DATE

Re: Apartment Complex, Unit # XXX

To Whom It May Concern:

I am sending this letter to you as the registered agent for [Management Company Name], the manager of [Apartment Complex Name]. Please direct this letter to the individual with authority to resolve this important issue.

 On February XX, 2021, a pipe burst in my apartment, causing significant water damage to the structure of the unit and my personal belongings. I am requesting that the landlord repair and address the:

* Busted pipe;
* Water damage to the floors and walls;
* Electrical problems;
* Roof and/or ceiling leaking;
* Rodent infestation;
* Bed Bugs;
* Mold;
* Lack of hot water in the unit.

 Please repair these health and safety issues within 7 days of your receipt of this letter, per landlord duties under Texas Property Code Chapter 92, Subchapter B. If I do not hear from you within \_ days of your receipt of this letter, I will pursue all available legal remedies, including filing suit in court. Thank you.

Regards,

***Tenant’s Ink Signature***

[Tenant’s Full Name]

Attachments: Pictures of damage, copies of previous repair requests, etc.

CC: Name of Owner; Address, City, State, Zip Code

Name of Management Company; Address, City, State, Zip Code