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Dear Sir or Madam:

The purpose of this letter is to notify you that
_____.

The Lease states that _____.

Please take steps to correct this problem as soon as possible. If you do not respond within 7 days, I may take action to pursue my rights under the terms of our lease or any other applicable law.

Please contact me at the above address if you have any questions or need additional information. I can be contacted by phone at _____.

Sincerely,

_____

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