

Pest Issue Notification

Date: [Insert Date]

To: [Leaseholder's Name]

Address: [Leaseholder's Address]

Dear [Leaseholder's Name],

We are writing to notify you of a pest issue that has been identified within the premises of [Property Address]. It has come to our attention that there may be a problem with [specific pest type], which could potentially affect the health and safety of all residents.

We take this matter seriously and are currently coordinating with pest control professionals to address the situation promptly. The scheduled treatment is set for [Insert Date/Time], and we ask for your cooperation to ensure access to your unit.

Please ensure that all food items are securely stored and any personal belongings that may obstruct the pest control process are removed prior to the treatment.

If you have any concerns or require further information, feel free to contact us at [Contact Information]. Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]