

# Vital Repair Notice

Date: [Insert Date]

To: [Leaseholder's Name]

Address: [Leaseholder's Address]

Dear [Leaseholder's Name],

We are writing to inform you of a necessary repair that requires immediate attention in relation to your leasehold property located at [Property Address].

The following issues have been identified:

- [Description of repair issue 1]
- [Description of repair issue 2]
- [Description of repair issue 3]

These repairs are vital to ensure your safety and the habitability of the property. Please be advised that we will arrange for a qualified contractor to assess the situation and carry out the necessary work.

We kindly request that you provide us with access to the property on [Insert Date/Time] for the assessment. If this time is not convenient, please contact us at [Contact Information] to arrange an alternative.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]