

Assessment Notice

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Subject: Assessment Notice for Flooring Issues

Dear [Tenant's Name],

This letter serves as a formal assessment notice regarding the flooring issues reported in your unit located at [Unit Address]. After a thorough evaluation by our maintenance team on [Date of Assessment], we have identified the following concerns:

- [Description of Flooring Issue 1]
- [Description of Flooring Issue 2]
- [Description of Flooring Issue 3]

We understand that these issues may cause inconvenience, and we appreciate your patience as we work to resolve them. Our team is scheduled to begin repairs on [Repair Start Date] and expects to complete the work by [Repair End Date].

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]