

# Formal Notice for Tenant Construction Irregularities

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Dear [Tenant's Name],

This letter serves as a formal notice regarding construction irregularities observed at your rented property located at [Property Address]. It has come to our attention that the following issues have been identified:

- [Description of irregularity 1]
- [Description of irregularity 2]
- [Description of irregularity 3]

We request that you address these irregularities by [specific deadline]. Failure to comply may result in further action, which could include [consequences of inaction].

Please contact us at [Your Contact Information] to discuss this matter further or to schedule a meeting.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]