

# Repair Directive

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

As your landlord, I am writing to inform you that I will be carrying out necessary repairs in your unit located at [Property Address]. The following repairs will be addressed:

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

The repairs are scheduled to take place on [Date] at [Time]. Please ensure that access to your unit is available during this time. If you have any concerns or if you require a specific arrangement, do not hesitate to contact me.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title, if applicable]

[Your Contact Information]