

Notice of Effective Repair Measures

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you that we are taking immediate steps to address the repair issues you have reported in your unit.

Repair Details

We have scheduled the following repairs:

- **Repair Type 1:** [Description of the repair, e.g., leaking faucet]
- **Repair Type 2:** [Description of the repair, e.g., broken window]
- **Scheduled Date:** [Insert date]

Contact Information

If you have any further questions or need to provide access for the repairs, please contact us at:

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]

Thank you for your cooperation and understanding. We appreciate your patience as we work to improve your living environment.

Sincerely,

[Landlord/Property Manager Name]

[Company Name]

[Company Address]