

# Notice of Broken Oven Replacement

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 the oven in your unit has been reported as broken. After assessing the situation, we have decided to proceed with a replacement.

The replacement is scheduled for [Insert Date of Replacement]. We aim to minimize any inconvenience during this process and will ensure that the work is completed as quickly and efficiently as possible.

If you have any questions or concerns regarding this replacement, please do not hesitate to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]