TO: ___________________________

________________________________________

________________________________________

FROM: ___________________________

________________________________________

________________________________________

In response to your letter dated ___________ requesting repair of the rental property you are occupying, please be advised that I have contacted a service representative, ______________________, who should be calling you within the next few days to set up an appointment to accomplish the following repairs:

1. ____________________________________________________________________

2. ____________________________________________________________________

3. ____________________________________________________________________

4. ____________________________________________________________________

If you do not hear from the service representative within one week, will you please let me know so that I can make other arrangements?

If you have any questions, please contact me at ________________________________.

Sincerely,

__________________________   ____________________

Landlord      Date

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