Leased Facility Problem Letter

Example

[Send on Agency Letterhead]

Date

Via Courier Type

Landlord Contact

County Name

Address / Street

City, State, Zip

Re: Rental Agreement ####

Address of Premises

Dear Landlord Contact:

Pursuant to the above-referenced Rental Agreement with the State Properties Commission (“SPC”) for the premises located at Address of Premises (“Premises”), this letter comes to reiterate your ongoing obligation as Landlord under [Article V, Section 10 or other applicable lease section] of the Rental Agreement [insert language applicable lease section concerning maintenance such as “service, … maintain and repair the Premises, the Building and Common Area in good operable condition."] State Agency Name ("Acronym"), as the Occupying Agency, is notifying you of the immediate maintenance needed at the Premises to resolve [insert description of the maintenance issue]. We request that you provide an estimated time-table as to when the work is likely to be scheduled so that we may plan accordingly.

If action is not taken, SPC and/or Agency Acronym will move forward with engaging its own [type of services required] services, and under [Article V, Section 18 or other applicable lease self-help section] of the Rental Agreement, you shall be invoiced for the cost of these services. Action must be taken to insure the health and safety of the employees as well as the uninterrupted operations of Agency Acronym at the Premises.  Should you require additional information or have any questions, please contact me, Agency Contact at Phone Number or Email Address.

Sincerely,

Agency Contact

Contact Title

cc: Agency Lease Coordinator

State Properties Commission