

September 22, 2014

Mr./Mrs. _____ (Landlord contact)
_____ (Co. Name)
_____ (address/street)
_____ (City, State, Zip)

Re: Rental Agreement # _____
_____ (property address)

Dear _____:

Your tenant, _____ (State Agency), located at the address cited above, would like to make you aware of the following deficiencies with the facility:

- (1) The rear exit door has no panic devices, no closer, and the exit lights are not working; *(example)*
- (2) There is a leak in the roof above the break room; *(example)*
- (3) The entrances to the break room are not at least 36" wide, as required by ADA regulations. *(example)*

If you feel that these items are not the Landlord's responsibility then please provide us with an explanation, otherwise we would appreciate your prompt attention to correcting these issues. We would also appreciate an estimated time-table as to when the work is likely to be schedule so that we may plan accordingly.

Should you require additional information or have any questions, please contact me at 404-_____.
_____.

Sincerely,

_____ (name)
_____ (title)

cc: Agency Lease Coordinator
SPC Leased Facility Problem Inventory