Date: _____

To: _____

Address: _____

Reference to address: _____

I have contacted the Shenandoah County Building Department in reference to maintenance issues that need to be addressed located at the referenced address. This letter shall serve as official notice that the following items need to be addressed within twenty one days from the date of this notice. Failure to complete the repairs as listed below will result in a formal property maintenance complaint to this department. The following issues need to be addressed:

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For further questions regarding this notice you may contact me at the following phone numbers:

Cell: _____ Landline: _____

Thank you for your attention into this matter.

_____ _____

Tenant Date