
[Date]

[Landlord's Name]

[Landlord's Address]

RE: Notice of repairs needed to windows

Dear _____:
[Landlord's Name]

I am your tenant at the following premises:

[Address of premises]

Please be advised that the purpose of this letter is to notify you that you have breached your statutory duty under applicable law requiring ...

1. You have failed to ...
2. You have failed to properly ...
3. You have failed to install and maintain ...

The above conditions ARE NOT the result of any breach of ...