Dear Tenant,

Mr. /Mrs. /.......................................................

**RE: WARNING LETTER TO A TENANT FOR CLEANLINESS**

I would like to bring an important matter to your notice regarding the cleanliness and maintenance of your rented premises as per the signed Tenancy agreement between you and the Property Managing Entity (Lesa Int’l Agencies) on behalf of the Property Owner for Serene Apartments dated …………../……………./……………...

It has been observed that you have not maintained the cleanliness of your apartment/premise during the tenancy period as expected.

I must remind you about our tenancy agreement which includes the maintenance of cleanliness as an important clause. It is your responsibility to maintain the overall tidiness of your rented premises. Particularly, your front door and the common stairs/Wall should always be clean except for fair dirt as a result of Movements or external littering caused by circumstances beyond your/our control.

I hope you give this important matter your full consideration and show cooperation. As a tenant of the building, you must contribute towards the overall cleanliness by maintaining your own unit.

If there are any queries or issues concerning your tenancy, call us on 0796106612 or text to 0750603281 or email to property@lesaagencies.co.ke. Also you can visit us at our office at Ingonyera Plaza 3rd Floor and our executives will attend to you.

We wish you a nice stay packed with God's blessings.

Yours Truly,

The Administrator,

(LESA INTERNATIONAL AGENCIES),

For The Operations Director,

CC: Property Owner,