{{ users[0].name.first }}, {{ users[0].name.last }}

|  |  |
| --- | --- |
|  | {{ users[0].address.line\_one() }}  {{ users[0].address.line\_two() }}  {{ users[0].phones() }}  {{ users[0].email }} |

{{ letter\_date }}

{{ other\_parties }}

{{ other\_parties[0].address.line\_one() }}

{{ other\_parties[0].address.line\_two() }}

{{other\_parties[0].phone\_number }}

Re: Urgent Need for Repairs at {{ users[0].address.on\_one\_line() }}

Dear {{ other\_parties }},

{{ single\_or\_plural\_tenants }} {{ single\_or\_plural\_tenants\_verbs }}writing to {{ remind\_or\_let\_you\_know }}that {{ single\_or\_plural\_my\_our }} rental unit has serious repair issues that you need to address. Specifically, {{ single\_or\_plural\_tenants }} {{ single\_or\_plural\_tenants\_verbs }} having the following {{ problem\_or\_problems\_amount }} :

{{ problems\_listed }}

According to Michigan law, you must keep {{ single\_or\_plural\_my\_our }} rental unit in a livable or habitable condition. {{ single\_or\_plural\_tenants }} have tried to let you know about these problems before by {{ form\_of\_first\_communication }} on {{ first\_contact\_date }}

Please fix {{ this\_or\_these }} {{ problem\_or\_problems\_amount }} by {{ reasonable\_time\_to\_fix\_problem\_date }}If you do not fix {{ this\_or\_these }} {{ problem\_or\_problems\_amount }} by that time, {{ single\_or\_plural\_tenants }} will be forced to seek other solutions, including withholding {{ single\_or\_plural\_my\_our }} rent until the repairs are made, making the repairs {{ myself\_or\_ourselves }} and deducting the cost from {{ single\_or\_plural\_my\_our }} rent, and/or notifying the local housing inspector.

Please let {{ me\_or\_us }} know how you plan to address {{ this\_or\_these }} {{ problem\_or\_problems\_amount }}. {{ single\_or\_plural\_tenants }} can be reached by {{ best\_contact\_option }} at {{ available\_times }} Please also comply with Michigan law, which requires that you get my permission before anyone enters my home to make these repairs. Thank you.

Sincerely,

{{ users[0].signature }}

{{ users[0].name.first }}, {{ users[0].name.last }}

{{ signature\_date }}

Sending a Letter to Your Landlord by Certified Mail

When you send your landlord a letter by certified mail and request a return receipt, you get a receipt showing that your letter was delivered.This receipt proves that your landlord got your letter. But, sending a letter this way can cause a delay before your landlord gets the letter, because your landlord (or someone who works for your landlord) has to receive it in person. The mail carrier cannot leave it in your landlord’s mailbox.

If you want to send this letter to your landlord by certified mail and request a return receipt, you should take your letter to the post office and fill out the forms for this kind of delivery. There will be an extra charge. Once your letter has been delivered, you will get a green postcard (the return receipt) in the mail. Keep that green postcard as proof that your landlord got your letter.

If your landlord does not accept the letter, the post office will mail it back to you. You should keep this returned letter in case you need to prove that you *tried* to send the letter to your landlord. You should also then send another copy of your letter to your landlord by regular mail.