

(One hundred dollar repairs)

Tenant's Address
City, State, Zip

Today's Date

Landlord or Manager's Name
Address
City, State, Zip

Dear _____:

Description of problem, when it was first noticed, statement of tenants attempts to get repairs made to this point (including dates and times of contact with landlord/manager concerning problem).

According to the Oklahoma Residential Landlord and Tenant Act, Section 121, I am hereby giving you written notice for the following repairs at my residence:

List repairs here.

Oklahoma law states that you have 14 days from receipt of this notice to make the repairs. If you do not make the necessary repairs within those 14 days, I will make the repairs myself and deduct the cost up to \$100 from next month's rent. I will provide you with a copy of all receipts and an itemized statement of the costs involved to make these repairs.

Statement of when and where landlord/manager may reach you to discuss resolving situation.

Thank you for your time and attention to this matter.

Sincerely,

Tenants signature

(If letter is hand delivered, the following can be used for proof of delivery)

Signature of Landlord/Manager or Agent

Date Received