

**(Make own arrangements for repairs)**

Tenants' 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).

Statement of what tenant wishes to do about getting repair made. In the case of tenant being without an essential service as described in Section 118 of ORLTA, the following may be used in this section.

Due to your willful or negligent failure to supply ----(list essential service here)----, I am going to make my own arrangements for this service. Per provisions in the Oklahoma Residential Landlord and Tenant Act, Section 121, I will deduct the cost of this service from next month's rent.

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