

(Move out temporarily)

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 move elsewhere temporarily until you finish repairs. According to the Oklahoma Residential Landlord and Tenant Act, Section 121, I will owe no rent during the time I am living in substitute housing. I expect any prepaid rent to be prorated and deducted from next month's rent.

Statement of when and where tenant may be reached to discuss the matter.

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