

(Sue for Damages)

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 sue you for damages. According to the Oklahoma Residential Landlord and Tenant Act, Section 121, these damages are based upon the difference between what the residence is worth without this essential service and what I am required to pay under the lease agreement.

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