

Date

Landlord's Name
Address

RE: Tenant's Names
Tenant's Addresses

Dear Landlord's name:

This letter constitutes notice of the following conditions presently existing at (Tenant's Address): List here the conditions you want repaired or remedied. As you may know, these conditions constitute statutory violations specifically addressed by Ohio Revised Code, Section 5321.04.

Pursuant to Ohio Revised Code Section 5321.07 (B), you have a reasonable period of time, not to exceed thirty (30) days, subsequent to receipt of this notice to correct the above stated conditions. In the event these conditions continue to exist after expiration of this reasonable period of time, we shall have the following options:

1. deposit our rent with the clerk of court at Bowling Green Municipal Court;
2. petition the court to order the repairs requested; or
3. terminate the lease

I appreciate your cooperation in resolving this matter. If you have any question or comments, please contact me at your convenience.

Sincerely,
Tenant's Names

(EITHER SEND THIS LETTER BY CERTIFIED MAIL TO THE PERSON OR PLACE WHERE THE RENT IS NORMALLY PAID, RETURN RECEIPT REQUESTED OR HAVE A DISINTERESTED PERSON HAND DELIVER THIS LETTER AND REQUEST THE RECIPIENT SIGN AN ACKNOWLEDGEMENT OF RECEIPT.)