November 22, 2016

Landlord Name

Landlord Address

New Haven, CT 06510

Re: Tenant Name

 123 Main Street

 New Haven, CT 06511

To Whom It May Concern:

A recent inspection of the above mentioned apartment revealed the following violations of established Housing Quality Standards.

1. XXXXXXXXX
2. XXXXXXXXX
3. XXXXXXXXX

Violations #1 through #4 must be corrected prior to the tenant taking occupancy. The Rapid Re-Housing program is unable to provide short-term rental assistance until the repairs are completed.

Please call me at xxx-xxx-xxxx if you have any questions or when the repairs have been completed. A re-inspection of the unit will be scheduled.

Sincerely

XXXXX

XXXXX

XXXXX

cc: Tenant