

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

Subject: Tenant Notification Regarding Jynx

I hope this letter finds you well. I am writing to formally inform you about the situation regarding Jynx, which requires your attention.

[Briefly explain the situation related to Jynx, including relevant details such as dates, occurrences, and any necessary actions taken.]

I appreciate your assistance in addressing this matter. Please feel free to contact me at [your phone number] or [your email address] if you require further information or wish to discuss this in detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Tenant Signature (if sending a hard copy)]