

Good afternoon,

I am (your complete name as listed on lease), your tenant at (list complete address with apartment number or room number).

On (specific or date) I first notified you by means of (method of notifying i.e. email, text, phone call, or email) about (specific problem). Because this issue has not been repaired, I solicited three repair estimates.

1. Estimate: (list estimate amount) by (List complete company name, address, and contact information).
2. Estimate: (list estimate amount) by (List complete company name, address, and contact information).
3. Estimate: (list estimate amount) by (List complete company name, address, and contact information).

In accordance with Georgia's Landlord Tenant Handbook page 10, I am notifying you of my intent to "Repair-and-deduct" and subtract the repair cost from the next rent payment.

Source: https://www.dca.ga.gov/sites/default/files/2-15-21_handbook_final_draft.pdf

You may contact me at (list your contact information i.e. phone, email) to further discuss this matter, if you have a preferred company based on the estimates provided, if you have any separate repair company you would prefer, or if you are able to repair this in a reasonable time from the first date of notification.

Respectfully,

John Doe

1111 Your Property, Apartment 222

Augusta, GA, 30815