

From: [Your Name + any other tenants]
[Street Address]
[Apt. Number]
Whitewater, WI 53190

To: [Rental Company]
[Landlord's Name]
[Landlord/ Office Address]
[City, State, Zip Code]

[Today's Date]

Dear [Landlord's Name],

[I/we] [am/are] writing you to thank you for your prompt attention to the repairs that were needed at [Address]. [I/we] greatly appreciate working with you, and your cooperation will be noted when [I/we] refer people to your properties in the future.

Sincerely,

[Your Name + any other tenants]