[Date]

TO: [Landlord Name], [Landlord Address]

FROM: [Tenant Name], [Tenant Address]

CC: [Landlord Email]

[Name]:

I believe you have failed to fulfill the obligations imposed upon you by W. Va. Code § 37-6-30 with respect to the building where I live. Your non-compliance with the law is as follows:

1. [List the specific conditions. If based on a housing or building inspector’s report, be sure to attach a copy and say “See [Report Name], enclosed with this letter.”]

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Tenant Name]

[Tenant Address]