



Sample

Bed Bug Infestation Notification Letter

[Insert Date]

[Insert Contact Information]

Dear [Insert Resident's Name],

Dear _____ Resident,
(Insert Org Name/Address)

We have recently received a complaint of a possible bed bug problem in the building. We are doing everything we can to quickly identify and eliminate the problem. This letter is part of that process.

Because bed bugs easily spread and multiply, we ask for your cooperation in helping us eliminate the problem completely and prevent it spreading to additional units.

If you have seen or experienced any of the following, please notify us immediately:

- Bites - Small, reddish, and itchy, usually in a line or a circle, especially those that you may have received during the night.
- Bed bugs - Bed bugs are flat, oval-shaped, and wingless, between poppy-seed or apple-seed size. They are a rusty red color, but at younger stages they are an amber color.
- Droppings – Bed bug droppings are dark colored stains or smears on bedding or bumps on hard surfaces. They often appear in clusters of dots.
- Shed skins and eggs – Eggs are clear and very small and found among droppings or in crevices where adults hide.

If you have reason to suspect bed bugs in your apartment, notify us immediately. We will arrange for an inspector to visit your unit to confirm and recommend treatment options. While you are waiting for the inspector to come, there are several things you can do to protect your apartment:

- Pull bed away from wall.
- Put clothes, bedding, and other items in the dryer for 20 to 45 minutes on HIGH heat.
- Once you remove items from dryer, seal them in bags so bugs cannot get in.
- Vacuum on a regular basis. Be sure to change the vacuum bag frequently, and seal bag before throwing it in the garbage.
- Avoid using pesticides before contacting management as it can cause the problem to spread. Wait for professional help.

Please see the enclosed fact sheet for more information about bed bugs.

Thank you in advance for your cooperation. We are committed to providing safe housing and our combined efforts will ensure a pleasant living situation for all tenants in the building. Feel free to contact us if you have any questions or concerns.

Management

