

“Your Company letterhead”

**SAMPLE LETTER
TO TENANTS WITH NO GREASE GUARD SYSTEM**

DATE: *(MONTH, DAY, YEAR)*

TO: *(RESTAURANT TENANT CONTACT INFORMATION)*
(RESTAURANT NAME)

FROM: *(PROPERTY MANAGER CONTACT)*

SUBJECT: **Rooftop Grease Containment**

It has come to our attention that your roof top exhaust fan is oversaturated with grease and leaking onto the roofing membrane. This grease will attack the roofing materials, causing them to fail due to swelling and blistering of the roof membrane.

This is an ongoing maintenance issue that must be addressed by you, as outlined in your lease. Failure to properly contain the grease discharged from your exhaust system can result in violation of fire codes, environmental codes and voiding of the roofing system warranty. To avoid fines and penalties, and in accordance with your lease, you are required to meet all local, state and federal regulations, as well as meet NFPA 96 standards, with regard to rooftop grease containment.

Due to the life safety hazards and the damage caused to the roofing system, we are requesting that you make arrangements within 30 days from the date of this letter to schedule an installation of the UL Listed G2 XD Grease Guard® System around the curbing of your roof top exhaust fan.

You are also responsible for obtaining a maintenance agreement for the upkeep of the Grease Guard®, and a copy of the agreement must be submitted to the mall office. **Please contact Grease Guard directly at 1-800-913-7034.**

We appreciate you sharing our concern about this matter and taking prompt corrective action. If there are any questions or concerns that I may address, please call me at *(your contact information here)*.

Your Signature Line Information here