

Date: [Date]
Property Address: [Property Address]
Unit Number: [Unit Number]

Tenant Name(s): [Tenant Name(s)]

NOTICE OF LEASE VIOLATION: PROPERTY DAMAGE

Dear [Tenant Name],

This letter serves as formal notice that you are in violation of your residential lease agreement dated [Lease Start Date] regarding the maintenance and condition of the premises.

Specifically, the following damage has been identified at the property:

- [Description of Damage 1]
- [Description of Damage 2]

Under Section [Section Number] of your lease, tenants are responsible for keeping the unit in good condition and avoiding the destruction or defacement of the property. The damage noted above exceeds normal wear and tear.

Required Action:

[Choose one option below]

- You are required to repair the damage by [Date] using a licensed contractor approved by the landlord.
- The landlord will repair the damage and you will be billed a total of \$[Amount] for parts and labor, due by [Date].

Please contact the management office by [Date] to confirm your receipt of this notice and to discuss the timeline for repairs. Failure to address this violation may result in further action, including legal proceedings or termination of your tenancy.

Sincerely,

[Landlord/Manager Name]
[Company Name]
[Phone Number]
[Email Address]