

Date: [Date]

From:

[Landlord/Property Manager Name]

[Address]

[City, State, Zip Code]

[Phone Number]

To:

[Tenant Name]

[Address]

[City, State, Zip Code]

RE: NOTICE TO REPAIR PROPERTY DAMAGE

Dear [Tenant Name],

This formal letter serves as notice regarding damage discovered at the property located at [Property Address]. On [Date of Inspection], the following damage was identified:

- [Description of damage 1]
- [Description of damage 2]

Pursuant to your lease agreement dated [Lease Start Date], specifically section [Section Number], tenants are responsible for maintaining the premises and repairing any damage caused by negligence or misuse.

Please take the following action by [Deadline Date]:

1. Repair the aforementioned damage to its original condition using a licensed professional (where applicable).
2. Provide receipts or proof of repair to the undersigned.

Failure to rectify this damage within the specified timeframe may result in the repairs being completed by the landlord at your expense, or further legal action including deduction from the security deposit or termination of the lease.

Please contact me immediately at [Phone Number] to discuss your plan for these repairs.

Sincerely,

[Signature]

[Printed Name]