

From: [Landlord Name]
[Landlord Address]
[City, State, Zip Code]
[Phone Number]

Date: [Date]

To: [Tenant Name]
[Property Address]
[City, State, Zip Code]

RE: NOTICE TO REPAIR PROPERTY DAMAGE

Dear [Tenant Name],

This letter is to formally notify you of damage discovered at the property located at [Property Address]. During a recent [inspection/visit] on [Date], the following damage was identified:

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

Based on our records and the nature of the damage, it has been determined that this was caused by [you/your guests/your pets] and is beyond normal wear and tear. According to the terms of your lease agreement dated [Lease Start Date], tenants are responsible for repairing or paying for the repair of damage caused by their actions.

Required Action:

Please choose one of the following options:

1. Repair the damage at your own expense using a licensed professional by [Deadline Date]. All repairs must be completed to a professional standard and are subject to inspection.
2. Notify me by [Response Date] if you would like me to arrange the repairs. If I arrange the repairs, you will be invoiced for the full cost of labor and materials, payable by [Payment Due Date].

Failure to address this matter by [Deadline Date] may result in the cost being deducted from your security deposit or further legal action as permitted by law.

Please contact me at [Phone Number] or [Email Address] to discuss how you intend to proceed.

Sincerely,

[Landlord Signature]

[Landlord Printed Name]