

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Full Address of Rental Unit]

RE: NOTICE OF PROPERTY DAMAGE AND DEMAND FOR REPAIR

Dear [Tenant Names],

This letter serves as formal notice regarding damage discovered at the property listed above. During a recent [inspection/maintenance visit] on [Date], the following damage was identified:

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

Per the terms of your Lease Agreement dated [Lease Start Date], tenants are responsible for damage caused by negligence, misuse, or intentional acts by themselves or their guests, excluding normal wear and tear.

Required Action:

Please choose one of the following options as per the lease terms:

1. **Professional Repair:** You must have the damage repaired by a licensed professional at your own expense no later than [Deadline Date]. You must provide a copy of the receipt/invoice to the landlord upon completion.
2. **Landlord Repair:** The landlord will arrange for the repairs, and you will be billed for the actual costs of materials and labor. Payment for these repairs will be due by [Due Date].

Please contact me by [Date] to confirm how you intend to proceed. Failure to address this damage may result in further action, including deduction from your security deposit or legal proceedings as allowed by local law.

Sincerely,

[Landlord/Property Manager Name]

[Phone Number]

[Email Address]