

Date: [Date]

To: [Tenant Name]

Property Address: [Rental Property Address]

NOTICE TO CORRECT PROPERTY DAMAGE

Dear [Tenant Name],

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, e.g., hole in living room drywall]
- [Description of damage, e.g., broken bedroom window pane]

According to the terms of your lease agreement, tenants are responsible for repairing damage caused by negligence, misuse, or accidents by themselves or their guests. This damage is beyond normal wear and tear.

Action Required:

You are required to repair the damage listed above by [Date]. Repairs must be completed to a professional standard. Please notify the landlord once the work is finished so a follow-up inspection can be conducted.

Alternatively, if you prefer the landlord to arrange the repairs, you will be billed for the actual cost of labor and materials. Please contact us by [Date] if you wish to choose this option.

Failure to address this matter may result in the cost being deducted from your security deposit or further action as permitted by your lease and local laws.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]