

NOTICE TO RECTIFY PROPERTY DAMAGE

Date: [Date]

To: [Tenant Name(s)]

Address: [Property Address]

Dear [Tenant Name],

This letter serves as formal 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]

According to your lease agreement, tenants are responsible for damage caused by negligence, misuse, or intentional acts. This damage is beyond normal wear and tear.

Action Required:

You are required to rectify this damage by [Deadline Date]. You may choose one of the following options:

1. Repair the damage to a professional standard at your own expense. Please provide receipts or proof of professional repair by the deadline.
2. Request that the landlord arrange the repairs. If chosen, you will be billed for the full cost of materials and labor, payable within [Number] days of receiving the invoice.

Please contact me by [Date] to confirm how you intend to proceed. Failure to address this matter may result in the costs being deducted from your security deposit or further legal action as permitted by law.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]