

Date: [Insert Date]

Tenant Name(s): [Insert Tenant Names]

Property Address: [Insert Full Property Address]

RE: NOTICE TO REPAIR PROPERTY DAMAGE

Dear [Insert Tenant Names],

This letter serves as formal notice regarding damages identified at the property located at [Insert Address]. During a recent inspection conducted on [Insert Date], the following damage was observed that exceeds normal wear and tear:

- [Description of Damage 1]
- [Description of Damage 2]
- [Description of Damage 3]

Pursuant to your Lease Agreement dated [Insert Lease Start Date], specifically Section [Insert Section Number, e.g., Maintenance and Repairs], tenants are responsible for repairs to the premises caused by the negligence or misuse of the tenant or their guests.

Action Required:

You are hereby requested to correct the aforementioned damages by [Insert Deadline Date]. Repairs must be completed in a professional manner. If you fail to complete these repairs by the specified date, Property Management will arrange for the repairs to be made by a licensed contractor, and the full cost of the repairs will be billed to your account as "Added Rent."

Please contact our office at [Insert Phone Number] or [Insert Email Address] within [Insert Number, e.g., 48] hours to confirm your plan for remediation.

Sincerely,

[Your Name/Signature]

[Your Title/Company Name]

[Contact Information]