

[Property Management Company Name]  
[Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email]

[Date]

[Tenant Name]  
[Tenant Address]  
[Unit Number]

**RE: NOTICE TO REPAIR PROPERTY DAMAGE**

Dear [Tenant Name],

This letter is to formally notify you of specific damage identified at your rental unit located at [Property Address]. During a recent [inspection/maintenance visit] conducted on [Date], the following damage was observed:

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

Pursuant to your Lease Agreement, tenants are responsible for repairs to the premises resulting from misuse, neglect, or accidental damage caused by the tenant, occupants, or guests.

**Required Action:**

Please choose one of the following options to resolve this matter by [Deadline Date]:

1. Repair the damage yourself using a licensed professional. All repairs must meet the original property standards and be approved by management.
2. Request that management performs the repair. If we perform the repair, you will be billed for the total cost of materials and labor, which will be due with your next rent payment.

Failure to address these repairs by the date specified above may result in management performing the repairs at your expense or further action as outlined in your lease agreement.

Please contact our office at [Phone Number] by [Date] to confirm how you intend to proceed.

Sincerely,

[Name]  
[Title/Property Manager]  
[Property Management Company Name]