

Date: [Date]

Tenant Name(s): [Tenant Names]

Property Address: [Property Address]

**RE: NOTICE TO REPAIR DAMAGE / NOTICE TO CORRECT LEASE VIOLATION**

Dear [Tenant Names],

This letter serves as formal notice regarding damage discovered at the property listed above. Upon inspection on [Date of Inspection], the following damage was identified which is beyond normal wear and tear:

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

Pursuant to your lease agreement, tenants are responsible for damage caused by themselves, their guests, or invitees. Please select the required action below:

You are required to repair the damage by [Deadline Date]. All repairs must be completed to a professional standard. Please notify management once completed for a follow-up inspection.

The landlord will arrange for professional repairs. You will be provided with an itemized invoice for the costs, which will be due as additional rent by [Due Date].

Please contact the undersigned within [Number] days to confirm your receipt of this notice and your plan for correction. Failure to address this matter may result in further action according to your lease agreement and local laws.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]