

URGENT NOTICE TO CORRECT PROPERTY DAMAGE

Date: [Insert Date]

To: [Tenant Name]

Property Address: [Insert Property Address]

Dear [Tenant Name],

This letter serves as formal notice regarding specific damage identified at the property located at [Insert Property Address]. It has come to my attention that the following damage has occurred during your tenancy:

[Insert Detailed Description of Damage Here]

Pursuant to your lease agreement, tenants are required to maintain the premises in good condition. The current state of the property constitutes a violation of your rental terms. Due to the nature of this damage, immediate action is required to prevent further deterioration or safety hazards.

Required Action:

You are hereby requested to repair the damage or contact the undersigned to arrange for repairs no later than [Insert Date]. All repairs must be completed to a professional standard.

Failure to address this matter promptly may result in the landlord performing the repairs at your expense, withholding of the security deposit, or further legal action including potential termination of your lease.

Please contact me immediately at [Insert Phone Number] or [Insert Email Address] to confirm your plan for remediation.

Sincerely,

[Landlord/Manager Name]

[Company Name, if applicable]