

**Date:** [Insert Date]

**Tenant Name(s):** [Insert Tenant Names]

**Property Address:** [Insert Full Address]

**RE: NOTICE TO REPAIR PROPERTY DAMAGE**

Dear [Insert Tenant Names],

This letter serves as a formal warning regarding damage observed at the property located at [Insert Address]. During a recent [inspection/visit] on [Insert Date], the following damage was identified:

- [Description of damage - e.g., Hole in living room wall]
- [Description of damage - e.g., Broken bedroom window]
- [Description of damage - e.g., Deep scratches on hardwood floors]

According to your lease agreement, tenants are responsible for maintaining the premises in good condition and repairing any damage caused by negligence, misuse, or accidents by themselves or their guests.

**Required Action:**

You are required to repair the aforementioned damage to its original condition by [Insert Deadline Date]. Please notify the landlord once the repairs are complete so that a follow-up inspection can be conducted.

Alternatively, if you prefer the landlord to arrange the repairs, you will be invoiced for the full cost of labor and materials, payable within [Number] days of receipt of the invoice.

Failure to address this matter promptly may result in further action, including deductions from your security deposit or legal proceedings to terminate your tenancy.

Please contact [Insert Landlord/Manager Name] at [Insert Phone/Email] immediately to discuss your plan for repair.

Sincerely,

[Your Name/Signature]

[Your Title - e.g., Property Manager/Landlord]

[Your Phone Number]