

[Date]

[Tenant Name]

[Tenant Address]

[City, State, Zip Code]

Re: Invoice for Appliance Repair - [Appliance Type]

Dear [Tenant Name],

This letter is to formally notify you of the repair costs incurred for the [Appliance Name, e.g., Dishwasher] located at [Property Address].

On [Date of Repair], a technician inspected the unit following your report of a malfunction. The technician's report indicates that the damage was not caused by normal wear and tear, but rather by [Specific Misuse, e.g., placing non-dishwasher safe items in the unit / overloading].

Per the terms of your lease agreement, repairs necessitated by tenant misuse or negligence are the responsibility of the tenant. Please find the cost breakdown below:

- Service Call Fee: \$[Amount]
- Labor: \$[Amount]
- Parts: \$[Amount]
- **Total Due: \$[Total Amount]**

Please remit payment for this invoice by [Due Date]. Payment can be made via [Payment Method].

A copy of the technician's invoice and report is attached for your records. If you have any questions regarding this matter, please contact me at [Phone Number] or [Email].

Sincerely,

[Your Name]

[Property Manager/Landlord Name]

[Company Name]