

Date: [Date]

To:

[Tenant Name]

[Property Address]

[Unit Number]

Subject: NOTICE OF LEASE VIOLATION AND INVOICE FOR DAMAGES

Dear [Tenant Name],

This letter serves as formal notice regarding a violation of your lease agreement dated [Lease Start Date] for the property located at [Property Address].

Description of Violation:

On [Date of Discovery], the following damage/violation was identified: [Provide brief description of damage, e.g., broken window, hole in drywall, damaged flooring]. This is a violation of Section [Section Number] of your lease agreement regarding [Property Maintenance/Alterations/Conduct].

Invoice for Repairs:

As per your lease agreement, tenants are responsible for costs associated with repairs resulting from negligence, misuse, or lease violations. The costs for repair are as follows:

- **Labor:** \$[Amount]
- **Materials/Parts:** \$[Amount]
- **Total Amount Due:** \$[Total Amount]

Please submit payment for the total amount of **\$[Total Amount]** by [Due Date]. Payment should be made via [Payment Method, e.g., online portal, check, money order].

Failure to pay this invoice or further violations of the lease agreement may result in additional fees or legal action, including eviction proceedings.

If you have any questions regarding this matter, please contact the management office immediately.

Sincerely,

[Landlord/Manager Name]

[Company Name]

[Phone Number]

[Email Address]