

Date: [Date]

Property Address: [Property Address, Unit Number]

To:

[Tenant Name]

[Tenant Forwarding Address]

RE: Notice of Property Damage and Invoice for Repairs

Dear [Tenant Name],

Following your move-out inspection on [Date], several items were identified as damages beyond normal wear and tear. This letter serves as an official invoice for the costs associated with restoring the unit to its original condition.

Description of Damage	Action Taken/Repair Required	Cost
[Example: Hole in living room wall]	[Patching and painting]	[\$[Amount]]
[Example: Broken kitchen cabinet]	[Replacement of hinge/door]	[\$[Amount]]
[Example: Excessive trash removal]	[Hauling and disposal fees]	[\$[Amount]]
Total Repair Costs:		[\$[Total Amount]]

Security Deposit Summary:

Security Deposit Held: \$[Amount]

Less Total Repair Costs: - \$[Amount]

[Less Other Deductions, e.g., Unpaid Utilities]: - \$[Amount]

Remaining Balance (To be Refunded / Amount Due): \$[Final Amount]

[Choose one: The remaining balance of your security deposit is enclosed / Please submit payment for the outstanding balance by (Date)].

Copies of receipts and photos documenting the damage are attached to this letter for your records.

Sincerely,

[Landlord/Manager Name]

[Phone Number]

[Email Address]