

Date: [Insert Date]

To: [Tenant Name]

Address: [Property Address]

Subject: Invoice for Repairs Following Routine Inspection

Dear [Tenant Name],

This letter is regarding the routine property inspection conducted on [Date of Inspection] at the address listed above.

During the inspection, the following damages were identified that fall outside of normal wear and tear:

- [Description of Damage 1]
- [Description of Damage 2]
- [Description of Damage 3]

As per the terms of your lease agreement, the cost of repairing these items is the responsibility of the tenant. The repairs have been completed to restore the property to its original condition. Please find the cost breakdown below:

Description of Repair	Cost
[Repair Item 1]	[\$Amount]
[Repair Item 2]	[\$Amount]
Total Amount Due:	[\$Total Amount]

Please remit payment of the total amount by [Due Date]. Payment can be made via [Payment Method: e.g., Online Portal, Check, Bank Transfer].

If you have any questions regarding these charges or the inspection report, please contact us at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]

[Company Name]

[Contact Information]