

Date: [Date]

To: [Tenant Name]

Address: [Property Address, Unit Number]

RE: INVOICE FOR PLUMBING REPAIR - TENANT RESPONSIBILITY

Dear [Tenant Name],

This letter is to formally notify you regarding a plumbing repair recently conducted at your residence on [Date of Repair].

Upon inspection by the licensed plumber, it was determined that the cause of the issue ([Describe Issue, e.g., Clogged Toilet/Drain]) was due to [State Reason, e.g., foreign objects/grease/misuse]. Per the terms of your lease agreement, repairs resulting from tenant misuse or negligence are the financial responsibility of the tenant.

Repair Details:

- **Service Provider:** [Plumbing Company Name]
- **Description of Work:** [Brief Description of Work Performed]
- **Total Cost:** \$[Amount]

Please find the attached copy of the original invoice from the plumbing contractor for your records.

Payment Instructions:

Please remit the total amount of **\$[Amount]** by [Due Date]. Payment can be made via [Payment Method, e.g., Online Portal/Check].

If you have any questions regarding this repair or the associated costs, please contact the management office at [Phone Number] or [Email Address].

Sincerely,

[Your Name/Property Manager Name]
[Landlord/Management Company Name]