

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

RE: Invoice for Repairs Due to Unauthorized Modifications

Dear [Recipient Name],

This letter is to formally notify you regarding unauthorized modifications discovered on the property/equipment located at [Location or Asset Description].

During a recent inspection on [Date], it was observed that the following modifications were made without prior written consent:

- [Description of modification 1]
- [Description of modification 2]

As per the terms of your [Lease/Service Agreement/Warranty], unauthorized alterations are prohibited. These modifications required professional remediation to restore the property/equipment to its original and safe condition. The following repairs have been completed:

- [Description of repair work 1]
- [Description of repair work 2]

Please find the itemized costs for these repairs below:

- Labor Costs: \$[Amount]
- Material Costs: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit payment in full by [Due Date]. Payment can be made via [Payment Method].

If you have any questions regarding this invoice or the repairs performed, please contact our office immediately.

Sincerely,

[Your Name/Signature]
[Your Title]