

Date: [Date]

From:

[Landlord/Property Manager Name]

[Property Management Company]

[Address]

[City, State, Zip]

To:

[Tenant Name]

[Property Address]

[Unit Number]

[City, State, Zip]

Subject: Invoice for Appliance Repair - [Appliance Name]

Dear [Tenant Name],

This letter is to inform you that a repair has been completed on the [Appliance Name, e.g., Refrigerator/Dishwasher] located in your rental unit. Following a professional inspection by [Repair Company Name] on [Date of Repair], it was determined that the damage was caused by [misuse/negligence/accidental damage] and is not the result of normal wear and tear.

Per the terms of your lease agreement, tenants are responsible for costs associated with damages beyond standard wear and tear. Below is the breakdown of the repair costs:

Service Details:

- Service Call/Diagnostic Fee: \$[Amount]

- Labor Charges: \$[Amount]

- Parts/Materials: \$[Amount]

TOTAL DUE: \$[Total Amount]

Please find a copy of the official repair receipt attached to this letter for your records.

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

If you have any questions regarding this invoice, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Signature]

[Printed Name]