

Date: [Insert Date]

To: [Tenant Name]

Address: [Unit Number/Street Address]

RE: NOTICE OF VIOLATION - DAMAGE TO SHARED LAUNDRY FACILITIES

Dear [Tenant Name],

This letter serves as formal notice regarding a violation of your lease agreement concerning the use of the shared laundry facilities located at [Location/Building Name].

On [Date], it was reported and confirmed that the following damage occurred:

[Describe damage, e.g., broken door on dryer #2, detergent drawer forced open, etc.]

According to the terms of your lease and the posted laundry room rules, residents are responsible for the proper care and operation of communal equipment. Misuse or negligence that results in damage is a breach of these terms.

Required Action:

- You are required to pay for the repair or replacement costs totaling \$[Amount].
- Payment must be submitted to the management office by [Due Date].
- Future use of the laundry facilities must strictly adhere to all posted guidelines.

Please be advised that further incidents of property damage may result in the loss of laundry room privileges or further legal action, including potential termination of your tenancy.

If you wish to discuss this matter or believe this notice was sent in error, please contact the management office at [Phone Number] or [Email Address] within [Number] days.

Sincerely,

[Your Name/Property Manager Name]

[Property Management Company/Building Owner]