

**Date:** [Date]

**To:** [Tenant Name]

**Property Address:** [Full Address of Rental Unit]

**RE: FIRST WARNING LETTER REGARDING PROPERTY DAMAGE**

Dear [Tenant Name],

This letter serves as a formal warning regarding damage discovered at the property listed above. During a recent [inspection/visit] on [Date], the following damage was identified:

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

Under the terms of your lease agreement dated [Lease Start Date], specifically section [Section Number], tenants are required to maintain the premises in good condition and avoid negligent or intentional damage to the property.

**Required Action:**

You are required to [repair the damage/pay for repairs] by [Deadline Date]. If you choose to perform repairs yourself, they must be completed to a professional standard and approved by the landlord.

Please be advised that this is your first warning. Failure to address this damage or any future instances of property destruction may result in further action, including the termination of your lease agreement and eviction proceedings.

Please contact me immediately at [Phone Number] or [Email Address] to discuss how you intend to resolve this matter.

Sincerely,

[Landlord/Property Manager Name]

[Company Name, if applicable]