

Repair Billing Notification

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Tenant Address: [Insert Tenant Address]

Dear [Insert Tenant Name],

We hope this message finds you well. We are writing to inform you about damages that occurred in your rental unit located at [Insert Rental Address]. After conducting a thorough inspection, we have assessed the costs associated with the necessary repairs.

Details of Repairs:

- Description of Damage: [Insert Description]
- Repair Cost: \$[Insert Amount]
- Date of Incident: [Insert Date]

The total amount due for the repairs is \$[Insert Total Amount]. We kindly request that payment be made by [Insert Due Date]. Payments can be made via [Insert Payment Methods].

If you have any questions or would like to discuss this matter further, please feel free to contact us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]

[Your Company Name]