

Damage Repair Cost Statement

Date: [Insert Date]

Tenant Name: [Insert Tenant Name]

Property Address: [Insert Property Address]

Dear [Tenant Name],

This letter serves to inform you of the repair costs associated with damage occurring at the aforementioned property during your tenancy. Below is a detailed breakdown of the costs incurred:

Description of Damage	Cost
[Description 1]	[Cost 1]
[Description 2]	[Cost 2]
[Description 3]	[Cost 3]

Total Repair Costs: [Total Cost]

Please arrange for payment within [insert timeframe] to avoid any further actions. Should you have any questions or wish to discuss this matter further, feel free to contact me at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]