

# Notice of Repair Expense

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

This letter serves as a formal notice regarding the repair expenses incurred due to damage beyond normal wear and tear in your rented unit located at [Property Address]. After a recent inspection, it was determined that the following repairs are necessary:

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

The total cost for these repairs is estimated at [Total Amount]. This amount will be deducted from your security deposit, as per the terms of the lease agreement.

If you have any questions or would like to discuss this matter further, please feel free to reach out to me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]