Request for Reimbursement

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally request reimbursement for repairs made to my apartment [Apartment Number or Address] due to damages caused by the tenant's activities.

The repairs were necessary as a result of [brief description of damage]. Attached are the receipts and an itemized list of the expenses incurred, totaling [amount].

I believe it is reasonable to request reimbursement for these expenses, as they are related to the maintenance and upkeep of the property and were incurred due to the actions of the tenant.

If you have any questions or require further information, please do not hesitate to contact me. I appreciate your prompt attention to this matter and look forward to your response.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

Attachments: Receipts and itemized list of expenses