

Tenant Damage Assessment and Repair Costs

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Tenant's Name]

[Tenant's Address]

[City, State, Zip Code]

Subject: Damage Assessment and Repair Costs

Dear [Tenant's Name],

We are writing to inform you of the assessment we conducted regarding the condition of the premises at [Property Address] following your departure on [Move-Out Date]. During our inspection, we noted several damages that require immediate attention.

Damages Identified:

- [Description of Damage 1] - Estimated Repair Cost: \$[Amount]
- [Description of Damage 2] - Estimated Repair Cost: \$[Amount]
- [Description of Damage 3] - Estimated Repair Cost: \$[Amount]

The total estimated cost for repairs is \$[Total Amount]. We kindly request that you address these costs at your earliest convenience. A detailed invoice will be provided upon completion of the repairs.

Please feel free to reach out if you have any questions or would like to discuss this assessment further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position]