

# Tenant Damage Charges Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. This letter serves as a formal notification regarding damages incurred to the property located at [Property Address] during your tenancy.

## Damage Details:

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

According to your lease agreement, you are responsible for the costs associated with damages beyond normal wear and tear. The total amount due for the aforementioned damage is \$[Total Amount].

## Payment Instructions:

Please remit payment by [Due Date] through the following methods:

- Check: Make payable to [Landlord/Property Management Name] and mail to [Mailing Address]
- Bank Transfer: [Bank Details]
- Online Payment: [Online Payment Link]

If you have any questions regarding this notice or wish to discuss the damages, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name / Management]

[Contact Information]