

Damage Assessment Report

Date: [Insert Date]

To: [Tenant's Name]
[Tenant's Address]
[City, State, Zip Code]

Dear [Tenant's Name],

We are writing to inform you that a damage assessment has been conducted following the water leak reported on [Insert Date of Incident]. Our team has evaluated the situation and documented the extent of the damage as follows:

Assessment Details

- Location of Leak: [Insert Location]
- Extent of Damage: [Describe the damage, e.g., walls, flooring, personal property]
- Estimated Cost of Repairs: [Insert Estimated Cost]
- Actions Taken: [List any actions already taken, e.g., emergency repairs, mitigation]

We advise you to remove any personal belongings from the affected area to prevent further damage. Please let us know if you need assistance or have any questions regarding this situation.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Title]
[Property Management Company Name]
[Contact Information]