

Tenant Neglect Notification

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We are writing to notify you of certain damages observed at the property located at [Property Address] that appear to be the result of neglect. It has come to our attention that:

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

As per the terms of the lease agreement, it is your responsibility to maintain the property and report any issues promptly. The observed damages require immediate attention to prevent further deterioration.

Please take the necessary steps to address these issues by [insert deadline], or we may have to consider further actions in accordance with the lease agreement.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]