

Tenant Floor Damage Report Inquiry

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally report damage to the floor in my unit located at [Your Address]. The issue was first noticed on [Date of First Notice] and has since worsened. The following details outline the damage:

- Type of damage: [Describe the damage, e.g., scratches, water damage]
- Location of damage: [Specify the area, e.g., living room, kitchen]
- Extent of damage: [Provide details, e.g., size, severity]
- Photos attached: [Yes/No]

I kindly request that this issue be addressed at your earliest convenience. Please let me know if you would like to schedule a time to inspect the area or if there are any forms I need to complete to proceed with repairs.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Unit Number]