

# Tenant Notification for Floor Damage Evaluation

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this letter finds you well. We are writing to inform you that we have received reports regarding potential damage to the flooring in your unit [Unit Number]. To address this matter, we will need to conduct an evaluation of the floor to determine the extent of the damage.

The evaluation is scheduled for [Insert Date and Time]. Please ensure that your unit is accessible for our maintenance team. If you are unable to be present, please inform us at your earliest convenience so we can make any necessary arrangements.

Your cooperation in this matter is greatly appreciated, and we aim to resolve any issues as swiftly as possible.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]