

Tenant Report on Outdoor Furniture Damage

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

From: [Your Name]

Address: [Your Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally report damage to the outdoor furniture located at [insert location or description of the outdoor area] that occurred on [insert date of incident].

Upon inspection, I found that the following damages have occurred:

- [Description of the damaged item, e.g., "The patio table has a large crack."]
- [Description of another damaged item, e.g., "One of the chairs is broken."]

I have attached photographs of the damage for your reference. I believe it is important to address this issue as soon as possible to ensure safety and comfort in our outdoor space.

Please let me know how you would like to proceed regarding the repair or replacement of the damaged furniture.

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

Sincerely,

[Your Name]

[Your Contact Information]