

Damage Claim Report

Date: [Insert Date]

To: [Landlord/Property Management Name]

Address: [Landlord/Property Management Address]

Dear [Landlord/Property Manager's Name],

I am writing to formally report damage that has occurred at the rental property located at [Property Address]. I believe it is important to bring this matter to your attention as soon as possible.

Description of Damage:

- [Describe the type of damage]
- [Specify the affected areas]
- [Mention any relevant circumstances, e.g. date of occurrence]

Attached Documentation:

- [List any attached photos or repair estimates]
- [Any additional supporting documents]

I kindly request your guidance on how to proceed with this claim. Please let me know if you need any further information or if we can schedule a time to discuss this matter in detail.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Contact Information]