

Damage Report Submission

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

From: [Tenant's Name]

Address: [Tenant's Address]

Subject: Damage Report Submission for [Property Address]

Dear [Landlord's Name],

I am writing to formally report damage that has occurred in my rental unit located at [Property Address]. The following details outline the nature of the damage:

Damage Description:

- **Location:** [Specify location, e.g., living room, bathroom]
- **Type of Damage:** [Describe the damage, e.g., water leak, broken window]
- **Date of Occurrence:** [Insert date of occurrence]
- **Additional Notes:** [Any extra information, e.g., cause if known]

Attached are photographs documenting the damage for your reference.

I kindly request that this matter be addressed at your earliest convenience. Please let me know if you require any further information or if there are specific next steps I should follow.

Thank you for your attention to this matter.

Sincerely,

[Tenant's Name]

[Tenant's Phone Number]

[Tenant's Email Address]