

Damage Report

Date: [Insert Date]

To: [Landlord's Name]
[Landlord's Address]
[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally report damage to the leased property located at [Property Address]. The following details outline the damages observed:

Description of Damage:

- **Damage Type:** [e.g., Water Leak, Broken Window, etc.]
- **Location:** [e.g., Living Room, Kitchen, etc.]
- **Date of Incident:** [Insert Date]
- **Details:** [Provide a brief description of the incident and extent of the damage.]

Photos:

I have attached photographs of the damage for your reference.

As per our lease agreement, I kindly request that this matter is addressed promptly. Please let me know how you would like to proceed with the necessary repairs.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]