

# Notification of Damage to Rental Property

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 inform you about some damage that has occurred in the rental property located at [Rental Property Address].

On [Date of Incident], I discovered [describe the damage, e.g., a broken window, water leak, etc.]. This has resulted in [briefly explain any consequences of the damage, e.g., potential safety hazards, loss of property, etc.].

I would appreciate it if you could address this issue at your earliest convenience. Please let me know how you would like to proceed regarding 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 Phone Number]

[Your Email]