

Property Damage Notification

Date: [Insert Date]

To: [Landlord's Name]

Address: [Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of damage that has occurred in the rental unit I occupy at [Rental Unit Address].

The damage was first noticed on [Date of Damage Discovery] and includes:

- [Description of Damage 1]
- [Description of Damage 2]
- [Description of Damage 3]

I have taken immediate steps to mitigate the damage and prevent further issues. [Briefly describe any actions taken].

Please let me know how you would like to proceed regarding repairs and any necessary inspections. You can reach me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Address]
[Your Phone Number]