

Damaged Property Notification

Date: [Insert Date]

To Whom It May Concern,

I am writing to formally notify you of damage that has occurred to the common facilities at [Property Address] as per my rental application.

The following issues have been identified:

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

I kindly request that these issues be addressed promptly to ensure the continued safety and usability of the facilities.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]