

Property Damage Claim for Tenant Improvements

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Landlord/Property Manager's Name]

[Landlord/Property Manager's Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I am writing to formally notify you of property damage that has occurred in my rental unit at [Your Rental Address] as a result of [briefly describe the incident, e.g., water leak, fire, etc.]. The damage affects tenant improvements made to the space, including [list specific improvements, e.g., installed cabinetry, flooring, etc.].

The incident occurred on [Date of Incident], and I have taken the necessary steps to mitigate further damage by [describe actions taken, e.g., contacting maintenance, drying affected areas, etc.]. I have attached photographs and any relevant documentation for your review.

Given the extent of the damage, I kindly request your prompt attention to this matter. I would appreciate discussing the next steps for assessing repair costs and addressing this claim.

Please feel free to contact me at [Your Phone Number] or [Your Email Address] to arrange a meeting or to discuss this further.

Thank you for your attention to this matter.

Sincerely,

[Your Name]