

Bike Storage Room Damage Report

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Dear [Insert Recipient's Name],

I am writing to report damage in the bike storage room located at [Insert Location]. The following issues have been observed:

- [Describe the damage, e.g., "Broken bike rack"]
- [Describe any other damages or concerns]
- [Include any relevant details, e.g., "Condition at the time of observation"]

It is essential to address these issues promptly to ensure the safety and security of the bikes stored in the facility.

Thank you for your attention to this matter. Please let me know if you require any additional information.

Sincerely,

[Your Name]

[Your Contact Information]