

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notification of Broken Fence Damage

Dear [Recipient's Name],

I am writing to formally notify you of damage to the fence located at [specific location or address]. On [date of occurrence], I discovered that the fence had been broken due to [brief explanation of the cause, if known]. The damage is quite substantial and is a concern for both security and property aesthetics.

I kindly request that you assess the damage at your earliest convenience and take appropriate measures to repair the fence. I would appreciate your prompt attention to this matter to prevent any further incidents.

Thank you for your cooperation. I look forward to your response.

Sincerely,

[Your Name]