

Property Damage Report

Date: [Insert Date]

To: [Landlord's Name]

From: [Your Name]

Address: [Your Address]

Dear [Landlord's Name],

I am writing to report damage that has occurred at my residence located at [Your Address]. The details of the damage are as follows:

Description of Damage:

[Describe the nature of the damage, e.g., water leak, broken window, etc.]

Date of Occurrence:

[Insert Date of Occurrence]

Extent of Damage:

[Provide details on the extent of the damage and any immediate concerns]

Actions Taken:

[Describe any actions you have taken to mitigate the damage]

Please let me know how you would like to proceed regarding repairs and any further actions required on my part.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]