

Damage Notification

Date: [Insert Date]

To,

[Recipient's Name]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you that after conducting a thorough inspection of the venue following your recent rental from [Start Date] to [End Date], we have discovered some damages that need to be addressed.

The damages noted are as follows:

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

We request that you review these findings at your earliest convenience. Please let us know how you would like to proceed regarding the repair costs and the resolution of this situation.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Venue/Company Name]

[Contact Information]