

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Landlord's Name
Landlord's Address
City, State, Zip Code

Dear [Landlord's Name],

I am writing to formally express my concern regarding the damage to the property located at [Property Address]. The damage was discovered on [Date of Discovery] and it includes [Brief Description of Damage].

I request that you take appropriate action to address this matter. Please let me know how you plan to resolve this issue by [Deadline for Response].

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

Sincerely,
[Your Name]