

Property Damage Notification

Date: [Insert Date]

To: [Insert Recipient Name]

Address: [Insert Recipient Address]

Dear [Recipient Name],

I am writing to formally notify you of property damage that occurred on [Insert Date of Incident] at [Insert Property Address]. The damage was caused by [briefly describe cause of damage].

The extent of the damage includes [describe damage in detail, e.g., broken windows, structural issues, etc.]. Attached are photos and any relevant documentation regarding the incident.

We would like to discuss the next steps regarding repairs and compensation for the damages. Please contact me at your earliest convenience at [Insert Your Phone Number] or [Insert Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title/Position if applicable]

[Your Company Name if applicable]

[Your Address]

[Your Phone Number]

[Your Email Address]