

Flood Damage Liability Response

Date: [Insert Date]

[Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We acknowledge receipt of your notice regarding the flood damage that occurred on [Insert Date of Incident] at the property located at [Property Address]. We sympathize with the distress this situation has caused you.

As part of our obligations, we are reviewing the details surrounding the incident to determine liability and the extent of our responsibility under the lease agreement. We are working diligently to assess the situation and will keep you informed of any findings.

Please document any damages and retain any receipts for repairs or necessary replacements. This information will be crucial for us and any insurance claims that may follow.

If you have any further questions or require immediate assistance, do not hesitate to reach out to our office at [Contact Information].

Thank you for your understanding in this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Address]

[Contact Information]