# Samples Letter to Tenant Regarding Repairs

## Example N°1

Re: Cost of Repairs

[First and last name]

[Address]

[City], [State] [ZIP code] [Zip code].

Dear [Tenant Name]:

Upon inspection of the leased premises at [Location], [Address], [City] [State] [Zip Code] we have determined that the following repairs are necessary:

[List of repairs]

(1)

(2)

(3)

(4)

(5)

I have received 4 estimates for the repairs and chose the one with the lowest cost, which is [price of the repair]. Below, I attach the estimates with evidence of the damage caused (photos, videos, and receipts) and the rental agreement signed by both parties.

Taking into account the security deposit you paid for [Amount paid by insurance], the balance remaining to be paid is [Amount missing to complete the total amount of the repair].

Payment for repairs

[Cost of Repairs]

[Security deposit]

[Remaining balance due]

At this time, I request that you send the remaining balance as soon as possible in order to complete the repairs.

Sincerely yours,

[Owner's First and Last Name]

[Title / Position]

[Company]

[Address]

[City], [State] [Zip Code] [Postal Code]

[Email]

[Telephone Number]

## Example N°2

Re: Damage to apartment [unit number] in the building [Building name].

[Date]

[Tenant's name]

[Property name]

[Building Address]

[City] [State] [Zip Code]

Dear [Mr./Mrs./Last Name of Tenant],

Upon inspection of your property on [date], I found some damage to your property. I am writing to notify you of these damages, which are as follows:

* [List the damaged items]
* [Explain the cause of the damage]

As stated in your rental agreement, signed on [date], you are responsible for any damage to the property during your stay. Therefore, I request that you remedy these issues by [date].

I am willing to assist you in any way I can, such as hiring a repairman. However, expenses will be billed to your account. Failure to comply with these arrangements will have repercussions, for which you have been notified.

If you have any questions or concerns, please contact me at [contact information].

Thank you for your time and compliance.

Sincerely,

[Landlord's Name]

[Landlord's signature]