

Date: [Date]

To: [Tenant Name]

Property Address: [Full Address of Property]

NOTICE OF PROPERTY DAMAGE AND NEGLECT

Dear [Tenant Name],

This letter serves as a formal warning regarding the condition of the property located at [Address]. During a recent inspection on [Date], the following instances of damage or neglect were identified:

- [Description of specific damage or neglect item 1]
- [Description of specific damage or neglect item 2]
- [Description of specific damage or neglect item 3]

Per the terms of your lease agreement dated [Lease Start Date], specifically Section [Section Number], it is the tenant's responsibility to maintain the premises in a clean, safe, and sanitary condition and to avoid causing damage to the property.

Required Action:

You are required to repair the damage or rectify the neglect listed above by [Deadline Date]. If you fail to address these issues by the specified date, the landlord may:

- Arrange for the repairs and bill the costs to you.
- Deduct the repair costs from your security deposit.
- Commence eviction proceedings for breach of lease terms.

Please contact me immediately at [Your Phone Number] or [Your Email] to confirm your plan for rectifying these issues or to schedule a follow-up inspection.

Sincerely,

[Your Name/Landlord Name]

[Your Signature if printed]