

DATE: [Insert Date]

TO: [Resident Name]

ADDRESS: [Unit Number/Address]

RE: NOTICE OF PROPERTY DAMAGE AND OFFICIAL WARNING

Dear [Resident Name],

This letter serves as a formal warning regarding recent damage caused to community property. It has been reported and documented that on [Date of Incident], the following damage occurred:

[Insert description of damage and location, e.g., broken window in the lobby / graffiti on the west fence].

According to the terms of your [Lease Agreement / Homeowners Association Rules], residents are responsible for maintaining the integrity of common areas. Damage caused by residents, their family members, or guests is a violation of these community standards.

Required Action:

Please be advised that you may be held financially responsible for the cost of repairs. We request that you [Contact the office immediately / Cease the activity causing damage] to prevent further escalation.

Failure to comply with community regulations or further instances of property damage may result in formal fines, legal action, or termination of your residency agreement.

If you have any information regarding this incident or believe this warning has been issued in error, please contact the management office at [Phone Number] or [Email Address] within [Number] days.

Thank you for your immediate attention to this matter and for helping keep our community safe and well-maintained.

Sincerely,

[Your Name/Property Manager Name]

[Community Name / Management Company]