

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Recipient Name]
[Recipient Address]

RE: Notice of Property Damage and Repair Estimate

Dear [Recipient Name],

I am writing to formally notify you of damage that occurred to my property located at [Address of Damaged Property] on [Date of Incident].

The damage was caused by [Briefly describe the cause of damage, e.g., a leaking pipe from the upper unit / a vehicular accident / etc.]. Specifically, the following items or areas were damaged:

- [Description of damage 1]
- [Description of damage 2]
- [Description of damage 3]

I have obtained a professional repair estimate to restore the property to its original condition. According to the attached estimate from [Company Name], the total cost for repairs is \$[Amount].

Please review the attached documentation and let me know how you intend to proceed with payment or insurance processing. I look forward to resolving this matter by [Date].

Sincerely,

[Your Signature]

[Your Printed Name]

Enclosures:

1. Photographs of the damage
2. Repair estimate from [Company Name]