

Date: [Date]

To: [Recipient Name/Property Management]

Address: [Recipient Address]

Phone/Email: [Recipient Contact Information]

From: [Your Name]

Address: [Your Address/Unit Number]

Phone/Email: [Your Contact Information]

Subject: Notice of Property Damage and Incident Report

Dear [Recipient Name],

I am writing to formally report an incident and property damage that occurred at [Address/Location of Incident] on [Date of Incident] at approximately [Time].

Description of Incident:

[Provide a clear and detailed description of how the incident occurred.]

Description of Damage:

[List the specific items or areas of the property that were damaged and the extent of the damage.]

Action Taken:

[Describe any immediate steps taken, such as contacting emergency services, police report numbers, or temporary repairs made to prevent further damage.]

Supporting Evidence:

I have attached the following documentation to support this report:

- [e.g., Photographs of the damage]
- [e.g., Witness statements]
- [e.g., Police report copy]

I request that you inspect the damage at your earliest convenience and provide instructions regarding the repair process and insurance claims. Please acknowledge receipt of this letter in writing.

Sincerely,

[Your Signature]

[Your Printed Name]