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[DATE]

[YOUR NAME]

[YOUR ADDRESS]

[LANDLORD’S NAME]

[LANDLORD’S ADDRESS]

**Sent by [POST/EMAIL]**

Dear [LANDLORD’S NAME]

**RE: NOTIFICATION OF DAMAGE AND NEED FOR REPAIRS – [TENANCY ADDRESS]**

I am writing to advise you that the tenancy premises have been damaged.

The damage that has occurred is:

[EXPLAIN WHAT HAS BEEN DAMAGED]

Please contact me to discuss how you would like to remedy the situation.

I look forward to hearing from you. Thank you for your time.

Yours faithfully,

[YOUR NAME]

[YOUR PHONE NUMBER]