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*USING THIS LETTER:*1. Fill in the areas that are marked with square brackets - [LIKE THIS].
2. Print and Sign.
3. Make a copy then post the letter.
4. Do NOT send this instruction page.

*WHEN TO USE THIS LETTER:*Use this letter to notify your landlord if there is damage to the rental premises that you have caused intentionally or carelessly. A tenant is usually liable for intentional or careless damage caused by family members or visitors. You need to notify your landlord as soon as possible if you discover damage to the premises. Sending your landlord a completed version of this letter should discharge this obligation.  |

[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]