#### Template letter: Letter to the landlord about causing damage to property

*This letter can be used to inform the landlord of any damage to the property.*

[Date]

[Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name]

I am writing to let you know that there has been damage to your property at [Address of property]. The damage that occurred [explain the damage and how it occurred].

Please contact me [list preferred contact details and times] to discuss how we should remedy the damage.

Yours sincerely

[Tenant’s name]