

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Re: Demand for Payment for Damages to Rental Property

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally notify you of damages that occurred to the rental property located at [Property Address] during your tenancy from [Start Date] to [End Date].

Upon your departure, the following damages were observed:

1. [Description of Damage 1] - Estimated repair cost: \$[Amount]
2. [Description of Damage 2] - Estimated repair cost: \$[Amount]
3. [Description of Damage 3] - Estimated repair cost: \$[Amount]

(Continue list as necessary)

The total estimated cost for repairs amounts to \$[Total Amount].

According to our rental agreement, you are responsible for any damages beyond normal wear and tear.

Please remit payment for the full amount by [Due Date, typically 14-30 days from letter date]. Failure to do so may result in further action, including but not limited to pursuing legal remedies.

You may send your payment to [Payment Address or Online Payment Information]. Should you have any questions or wish to discuss this matter, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Signature (if sending a hard copy)]