

«today»

«head_of_household»

«address_line1»

«address_line2»

«address_line3»

«city», «state» «zip»

Dear «head_of_household»:

Re: Lease violation

We have recently been made aware of damages which have occurred to your apartment. Since the description of this damage exceeds normal wear and tear, once the repairs have been completed, you will be billed for the expense.

This is a violation of your lease and may be the basis for an eviction.

Sincerely,

«rental_agent»