

Date: August 28th, 20XX

Mr. Thomas Tenant  
222 Maple Street  
Whitby, Ontario  
B2B 2B2

Dear Mr. Tenant:

As you're already aware, on August 14<sup>th</sup> we had a contractor complete the following repair: **Describe the Repair**

This repair was identified as being caused by improper use of the \_\_\_\_\_.

The Residential Tenancies Act states the following:

34. The tenant is responsible for the repair of undue damage to the rental unit or residential complex caused by the wilful or negligent conduct of the tenant, another occupant of the rental unit or a person permitted in the residential complex by the tenant. 2006, c. 17, s. 34.

Please pay the attached bill within 30 days.

Sincerely,

**Name of Landlord**