Dear [Tenant Name],

Re: Loss Location [Insert Housing Provider Building Name/Address]

We are writing in respect of the [water/fire/other] loss which occurred on [insert date]. This loss is currently being investigated with respect to the facts of the loss and the extent of damages. While the investigation is ongoing, we are notifying you that our investigation may determine that your actions (or failure to act) caused the loss in question. This could include the actions of the occupants of your Unit and/or your guests/visitors, which you are responsible for.

As set out in your tenancy agreement, you have an obligation to compensate [enter Housing Provider name] for all repairs and damages to your Unit, or the building, that you, or those you are responsible for, cause.

Please forward this notice letter to your insurance company. Please also provide our office with the details of your contents/liability insurance including the following:

- Name of Insurance Company
- Policy Number
- Named Insureds under the policy

If you have been displaced from your Unit as a result of this loss, please also provide our office with your current contact information so that we can continue to update you on the status of the loss and investigation.

Regards,

[Service Provider]

cc: Housing Services Corporation