

Maintenance Request: Water Issue

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of a maintenance request concerning a water issue that has been reported in your unit. It has come to our attention that [describe the water issue briefly, e.g., "there is a leak under the sink" or "there is low water pressure in the bathroom"].

To ensure a prompt resolution, we have scheduled a maintenance visit to address the issue on [insert date and time]. Please confirm your availability at that time or let us know if an alternative arrangement is needed.

Thank you for your attention to this matter. We value your tenancy and are committed to maintaining a comfortable living environment for you.

Sincerely,

[Your Name]

[Your Title]

[Company/Property Management Name]

[Contact Information]