

Urgent Notification: Water Leak Detected

Dear [Tenant's Name],

We are writing to inform you that we have detected a water leak in your unit located at [Address]. This issue has been marked as urgent, and we want to ensure the safety and comfort of all our tenants.

We kindly ask you to take the following precautions:

- Turn off the water supply to prevent any further damage.
- Check for any visible signs of water damage and report them to us immediately.
- Keep your belongings away from the affected area, if possible.

Our maintenance team will be dispatched to your unit as soon as possible to assess and resolve the situation. We appreciate your cooperation and understanding during this time.

If you have any questions or concerns, please do not hesitate to contact us at [Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Phone Number]

[Email Address]