

Water Damage Alert

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of a water damage issue that has been detected in your unit located at [Address].

Please note that this situation requires immediate attention to prevent further damage and to ensure your safety. We recommend that you take the following precautions:

- Move any personal belongings away from the affected area.
- Avoid using electrical appliances in the vicinity of the water damage.
- Report any additional signs of water damage or leaks.

Our maintenance team is currently assessing the situation and will reach out to you shortly to schedule a time for repairs. Your cooperation is greatly appreciated.

If you have any questions or require immediate assistance, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]