

Water Leak Inspection Notification

Dear [Tenant's Name],

We hope this message finds you well. We have received reports regarding a potential water leak in your unit located at [Unit Address]. To ensure the safety and comfort of all residents, we will be conducting a water leak inspection.

Inspection Date: [Date]

Inspection Time: [Start Time] to [End Time]

Inspector: [Inspector's Name]

Please ensure that someone is present in the unit during the inspection period. If you have any scheduling conflicts, kindly contact us at [Contact Information] so we can make alternative arrangements.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Management Company Name]

[Contact Information]