

Water Leak Report

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

From: [Your Name]

Address: [Your Address]

Contact Number: [Your Contact Number]

Dear [Landlord/Property Manager's Name],

I am writing to inform you of a water leak that has recently been discovered in my unit, [Your Apartment Number or Address]. The leak was first noticed on [Insert Date of First Notice], and it appears to be coming from [Describe Location, e.g., under the sink, the ceiling, etc.].

The situation has worsened and is causing [Describe any damages or issues, e.g., water damage, mold, etc.], which may require urgent attention. I would appreciate it if you could arrange for a maintenance check as soon as possible to resolve this issue.

Please let me know when the maintenance team will be available to come and assess the leak. I can be reached at [Your Contact Information] for any further details or to schedule a time for the visit.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]