

Dear [Tenant's Name],

I hope this message finds you well. I am writing to inform you of some plumbing concerns that have been reported regarding the bathroom in your unit.

It has come to our attention that [describe the specific plumbing issue, e.g., leaking faucet, clogged toilet, etc.]. We take these matters seriously, and we want to ensure that your living conditions are comfortable and functional.

Please let us know your availability for a maintenance visit, so we can address this issue promptly. You may reach me at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation and understanding.

Sincerely,
[Your Name]
[Your Position]
[Property Management Company Name]