

Urgent Plumbing Report

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

From: [Your Name]

Address: [Your Address]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Landlord/Property Manager's Name],

I am writing to urgently report a plumbing issue that has arisen in my rental unit located at [Your Address]. The issue includes:

- [Describe the plumbing issue, e.g., "a leak under the kitchen sink"]
- [Add any additional issues, e.g., "the toilet is not flushing properly"]
- [Add urgency or impact, e.g., "This has caused water to accumulate and may lead to further damage."]

Given the potential for further damage and inconvenience, I kindly request that this issue be addressed as soon as possible. Please let me know when a maintenance technician will be available to assess and resolve the problem.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]