

Water Leak Notification

Dear [Tenant's Name],

We are writing to inform you of a water leak that has been detected in your unit ([Unit Number/Address]). Please be assured that we are taking immediate action to assess and resolve the situation.

Our maintenance team will be visiting your unit on [Date] at [Time] to investigate the source of the leak. We kindly ask that you ensure access to your unit during this time.

If you have any questions or concerns, please do not hesitate to reach out to us at [Contact Information]. We appreciate your cooperation in this matter.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Company/Property Management Name]

[Contact Information]