

Plumbing Issue Notification

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of a plumbing issue that has been reported in your unit, [Unit Number].

The issue involves [brief description of the plumbing issue, e.g., "a leaking faucet" or "a clogged drain"]. We are aware of the inconvenience this may cause and are committed to resolving it as quickly as possible.

Please allow us access to your unit on [date] at [time] for our maintenance team to assess and repair the problem. If this time is not suitable, kindly reply to this email or call our office at [office phone number] to schedule an alternative time.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]