

Notice of Drain Blockage

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you about a reported blockage in the drainage system associated with your unit. It has been brought to our attention that the drain has not been functioning properly, causing concern for potential water damage and inconvenience.

To address this issue promptly, we kindly ask you to refrain from using the affected drain until our maintenance team has had a chance to assess and resolve the problem. Our maintenance staff will be scheduled to visit your unit on [Insert Date and Time] to inspect the draining system.

We appreciate your cooperation in this matter and apologize for any inconvenience this may cause. If you have any questions or require further assistance, please feel free to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]