

Tenant Roof Leakage Notification

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to formally notify you of a roof leakage in my apartment located at [Your Address]. The issue has been persistent, and it has caused [mention any damages or concerns, e.g., damage to personal property, mold growth, etc.].

As we are approaching the lease renewal period, I believe it is essential to address this matter promptly to ensure the property remains in good condition. I kindly request that necessary repairs be made at the earliest convenience.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]