

Recipient Name

Landlord/Property Manager

Address

City, State, Zip Code

Date: [Insert Date]

Dear [Recipient Name],

I hope this message finds you well. I am writing to follow up on the previous notification regarding the roof leakage in my unit [Unit Number] at [Property Address].

As mentioned in my initial communication dated [Initial Notification Date], I have noticed significant water intrusion during recent rain events. This has raised concerns regarding potential damage to the property and the safety of the living environment.

As of today, I have not yet received a response or information on the schedule for repairs. I kindly request an update on this matter at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Contact Information]

[Your Apartment/Unit Number]