

Notification of Roof Leakage

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Landlord's Name]

[Landlord's Address]

[City, State, Zip Code]

Dear [Landlord's Name],

I am writing to formally notify you of a roof leakage issue in my unit, [Your Apartment/Unit Number], located at [Property Address]. The leakage has been persistent since [Date you first noticed the problem] and has resulted in [briefly explain damages or issues caused by the leakage].

I kindly request that you arrange for a professional inspection and necessary repairs at your earliest convenience to avoid further damage.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]