

Notification of Roof Leakage

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 leakage in the roof of my apartment/unit located at [Tenant's Address]. This issue has been causing water to seep into the living space, which poses a risk of damage to the property and my personal belongings.

The leakage was first noticed on [Insert Date of First Observation] and has since worsened, particularly during rainy weather. I have attached photographs documenting the leakage for your reference.

As this situation may require immediate attention, please let me know how you wish to proceed regarding repairs and any necessary inspections. Additionally, I would like to keep records of this notification for insurance purposes.

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

Sincerely,

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Phone Number]
[Your Email Address]