

Tenant Roof Leakage Notification

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Property Address: [Insert Property Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally notify you of a leakage issue in the roof of my apartment/unit ([Insert Apartment/Unit Number]) that requires immediate attention. I have noticed [describe the leakage issue, e.g., water dripping, stains on the ceiling, etc.], which has started to cause further concerns.

I believe that timely maintenance is crucial to prevent any potential damage to the property, and I kindly request that you arrange for a professional inspection and necessary repairs at your earliest convenience.

Thank you for your prompt attention to this matter. Please let me know when the maintenance team can be expected to visit the property.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Apartment/Unit Number]