

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Property Management Company Name]

[Property Management Address]

[City, State, Zip Code]

Dear [Property Manager's Name],

I am writing to formally notify you of a roof leakage issue in my rented unit located at [Your Apartment/Unit Number] in [Property Name]. I first observed the leakage on [Date of Observation], and it has since become a persistent problem.

The leakage is affecting [mention any specific areas damaged, e.g., walls, ceiling, etc.], and I am concerned about potential damage to the property and my personal belongings. I kindly request that a maintenance team be dispatched to assess and resolve this issue at the earliest possible convenience.

Thank you for your prompt attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] to discuss further steps.

Sincerely,

[Your Name]