

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Landlord/Property Manager's Name]

[Landlord/Property Management Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Landlord/Property Manager's Name],

I am writing to inform you of a roof leakage issue that has arisen in my unit, [Your Apartment Number], located at [Property Address]. The leakage has been noticed on [specific date or time frame], and it is causing [describe any damage or concerns].

Given the nature of the issue, I kindly request a scheduled inspection to assess and address the leakage at your earliest convenience. Please let me know a suitable time for maintenance to visit the property.

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

Sincerely,

[Your Name]