

Tenant Roof Leakage Notification

Date: [Insert Date]

[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 about a roof leakage issue that has arisen in my unit located at [Your Address]. This problem has become urgent, as it is affecting my living conditions and could lead to further damage if not addressed promptly.

The leakage has been observed in [specific location of the leak, e.g., "the corner of the living room near the window"]. It has been exacerbated by recent weather conditions, and I believe immediate repairs are necessary to prevent additional damage.

I kindly request that you arrange for urgent repairs at your earliest convenience. Please let me know how you plan to address this issue or if you require any further information from my side.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]
[Your Contact Information]
[Your Unit Number]