

Urgent Property Damage Alert

Date: [Insert Date]

To: [Landlord's Name]

[Landlord's Address]

Dear [Landlord's Name],

I hope this message finds you well. I am writing to inform you of a urgent issue regarding property damage at [Property Address]. On [Date of Occurrence], I discovered [describe the damage, e.g., water leak, broken window, etc.].

The damage has resulted in [briefly mention any immediate consequences, e.g., potential hazards, property loss, etc.], and it requires immediate attention to prevent further deterioration and additional repair costs.

I kindly request that you address this issue as soon as possible. Please let me know how you wish to proceed or if you need further information from my side.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your Phone Number]

[Your Email Address]