

# Notification of Water Leak

Date: [Insert Date]

To: [Property Management Name]

From: [Your Name]

Address: [Your Address]

Dear [Property Management Name],

I am writing to inform you of a water leak that has been detected in my unit [Your Unit Number/Address]. The leak was first noticed on [Date Leak First Detected] and has since [describe the extent of the leak or any damage caused].

I kindly request that a maintenance team be dispatched to assess and rectify the issue at your earliest convenience. Please let me know if you require any further information or if there are any forms I need to fill out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]