

Urgent Water Leak Report

Date: [Insert Date]

To: All Residents

Subject: Immediate Attention Required - Water Leak Detected

Dear Residents,

We are writing to inform you of a significant water leak that has been detected in our building premises. This issue requires your immediate attention to prevent further damage and to ensure your safety.

Please refrain from using water in your apartments until the issue has been resolved. Our maintenance team is currently assessing the situation and will take necessary actions to fix the leak as soon as possible.

If you notice any additional water leakage or related issues, please report them to the management immediately.

We appreciate your cooperation and understanding in this matter. Updates will follow as we gather more information.

Thank you for your attention.

Sincerely,
[Your Name]
[Your Position]
[Contact Information]