

Water Leak Notification

Date: [Insert Date]

To: [Tenant's Name]

[Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to inform you of a water leak that has been detected in your unit ([Unit Number/Address]) on [Date of Leak Detection].

We understand that this may cause inconvenience and we are taking immediate action to address the situation. A maintenance team will be dispatched to your unit on [Date and Time] to assess and repair the leak.

Please ensure that we have access to your unit during this time. If the proposed time is not suitable, kindly contact us at [Contact Number] or [Email Address] to arrange an alternative schedule.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Property Management Company Name]

[Contact Information]