

# Urgent Issue Report

Date: [Insert Date]

To: [Landlord/Property Manager's Name]

Address: [Landlord/Property Manager's Address]

Dear [Landlord/Property Manager's Name],

I hope this message finds you well. I am writing to formally report an urgent issue in my apartment located at [Your Address].

The issue is as follows:

- **Issue Type:** [Describe the issue, e.g., leaking pipes, heating malfunction]
- **Description:** [Provide a brief description of the situation]
- **Urgency Level:** [Explain why this is urgent]

I kindly request your prompt attention to this matter. You can reach me at [Your Phone Number] or [Your Email Address] for any further details.

Thank you for your immediate attention to this urgent issue.

Sincerely,

[Your Name]

[Your Contact Information]