

Notice of Potential Damages

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you of a potential issue that has come to our attention. We have detected a water leak that may have caused damage to the property located at [Property Address].

We recommend taking immediate action to assess the situation. Ignoring this issue could result in further damage, including mold growth and structural impairment.

Please arrange for a professional inspection at your earliest convenience. We are happy to assist in coordinating this process if needed.

Thank you for your immediate attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]