

Notification of Water Leak Issue

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

Dear [Tenant's Name],

We hope this message finds you well. We are writing to formally notify you of a water leak issue that has been reported in your rental property located at [Property Address].

Please be informed that we take such matters seriously and are currently assessing the situation. A maintenance technician will be scheduled to inspect and address the leak as soon as possible. We anticipate that the technician will arrive on [Insert Date and Time].

We appreciate your cooperation in making the property accessible for the repairs. If the scheduled time is inconvenient, please contact us at [Your Contact Information] to arrange an alternative time.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]