

# Plumbing Observation Report

Date: [Insert Date]

To: [Tenant's Name]

Address: [Tenant's Address]

**Dear [Tenant's Name],**

We conducted a routine inspection of the plumbing system in your unit on [Insert Date of Inspection]. Below are our observations:

## **Observations:**

- Leak detected under the kitchen sink.
- Low water pressure in the bathroom faucet.
- Clogged drain in the shower.

## **Recommendations:**

1. Repair the leak promptly.
2. Check the faucet aerator for blockages.
3. Consider using a drain cleaner or contacting a plumber for the shower drain issue.

Please address these issues at your earliest convenience to maintain the integrity of the plumbing system.

## **Contact Information:**

If you have any questions or require further assistance, please contact us at:

Phone: [Insert Phone Number]

Email: [Insert Email Address]

Thank you for your prompt attention to these matters.

**Sincerely,**

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]