

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Landlord's Name]
[Landlord's Address]
[City, State, ZIP Code]

Subject: Notification of Ceiling Water Leak and Request for Immediate Repair

Dear [Landlord's Name],

I am writing to formally notify you of a water leak in the ceiling of my rental unit located at [your address]. The leak was first observed on [date first noticed], and it appears to be coming from [describe specific location, e.g., the living room ceiling near the window].

The water leak has resulted in [describe the extent of damage, e.g., visible water stains, drips, peeling paint, dampness, or other effects]. This situation is impacting my living conditions, including [mention any issues such as an increase in humidity, risk of mold growth, property damage, or safety hazards].

I kindly request that you arrange for a prompt inspection and necessary repairs to address this issue and prevent any further damage or hazards. Please let me know when to expect maintenance personnel or how soon repairs can be scheduled.

For your records, I am also attaching photographs of the affected area. Please feel free to contact me at [your phone number] or [your email address] to coordinate repairs or if you need more information.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]